

Pre-Submission Peer Review Process

for research projects submitted to the RWH Research Committee

1. A Scientific Review Panel for research proposals involving humans at The Royal Women's Hospital has been established, with membership representative of all clinical and research groupings within the hospital.
 2. Applicant(s) submitting projects must have their project peer-reviewed by a member of the Scientific Review Panel before being accepted to proceed to the RWH Research Committee, or by another process, such as by a Departmental Research Advisory Group (DRAG) that exists within the researcher's work area.
 3. The Scientific Review Panel member or the DRAG will provide advice to the applicant(s) before submission, as well as complete a checklist of issues relevant to the application (see Pre-submission Peer Review Proforma).
 4. It is strongly recommended that applicants follow to checklist to ensure that their project complies with relevant issues before submission for peer review. Not all issues are relevant to all projects.
 5. The applicant(s) must respond to any issues raised by the peer review prior.
 6. When the project is submitted, evidence of the prior review (the Proforma) and the applicant(s)' responses to issues identified will be mandatory with the submission.
 7. The names and expertise of those on the Scientific Review Panel are available from the Research and Ethics Secretariat web page.
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