



## **PEER/INDEPENDENT REVIEW**

### **Research ethics & governance applications**

Peer/Independent Review should be applied to all research ethics & governance applications. The level of expertise employed should be commensurate with the level and/or complexity of the work concerned. The purpose of the Peer/Independent Review is to:

- Support research quality
- Maintain ethical standards
- Avoid futile, unnecessary or inappropriate research
- Provide subject specific knowledge to aid the ethical review process

#### **Advice for applicants**

All research involving human and/or animal participants and/or data not in the public domain carried out by staff and postgraduate students must undergo appropriate independent review before an application can be submitted to a Faculty Ethics Panel or external (e.g. NHS) Research Ethics Committee.

- **Staff**

For staff the review may be carried out by a colleague who has relevant knowledge of the research topic but no involvement in the study, or by an appropriate external reviewer.

For more complex research the attached form should be completed by the reviewer and submitted with your online ethics & governance application. The online system will inform you when this is required.

This form should be sent to an appropriate reviewer for completion along with your completed downloaded ethics application, signed Research Health & Safety Risk Assessment form, any research materials and a project proposal and/or protocol if this is available.

To download your application from the online system simply save for later (Step 1) and then select 'Download printable PDF...' (Step 2) as shown below.

**Step 1:**

Will the study involve participants (Children or Adults) who are currently users of social services including those in care settings who are funded by social services or staff of social services departments? \*

Yes

No

Personal details **Project details** Project summary Ethics & governance checklist Human participants  
Additional ethical issues Research health & safety risk assessment

**Step 2:**

STATUS  
Waiting for submission

CURRENTLY WITH

Edit application

Submit application

Withdraw application

You should allow three weeks for the reviewer to return the completed Independent Review Form to you by email. This should then be uploaded to your online ethics application.

### Postgraduate students

The review will normally be carried out by one of the student's research supervisors (normally the first supervisor). This applies when students are also members of staff. The Peer/Independent Review Form is **not** required in this case but your supervisor will need to complete a Supervisor Declaration.

### Advice for Reviewers

Progress in all research depends upon careful scrutiny of research design and methodology; the quality of the research, its significance and its feasibility. We ask that reviewers use their disciplinary and professional background to assess the potential risks associated with the research and identify any concerns they may have about the work under consideration; they should consider what practical problems might arise in the

conduct of the research. Any concerns or queries – intellectual or ethical – should be highlighted. The analysis, balance and distribution of harms and benefits are also important and the foreseeable harms should not outweigh anticipated benefits.

All research should be treated equally regardless of its nature (e.g. qualitative or quantitative). Reviewers should focus on the quality and value of the individual study without attempting to draw comparisons between the different types of research.

The duty of confidentiality to others applies in the reviewing of ethics applications and all reviewers have an obligation to protect the work of other researchers.

Please complete this **Peer/Independent Review Form** following a review of the research ethics application and all relevant documentation. If the relevant documentation is not included within the request please return this to the applicant as a review can only take place once all relevant information is provided.

The form asks a series of questions related to the research project and leaves space for free text responses. Please provide as much information as possible. This form is a key element of the process and your subject specific knowledge is a very valuable resource. The responses that you provide give an added dimension to the Faculty Ethics Panels review of the application that they may not otherwise have.

Reviewers are asked to complete their review within three weeks of receipt of the initial request (provided that the request includes all the relevant information e.g. a completed ethics application to include a signed Research Health & Safety Risk Assessment form and all the research materials) and return it to the applicant.

# Research Ethics & Governance Independent Review Form

## Applicable to STAFF only

Name of Researcher(s):	
Ethics application reference number:	

### A. Research Aims, Design and Methodology

1. Are the research aims and/or objectives clearly defined?
2. Is the proposed methodology adequately developed and appropriate for this project?
3. Is it clear how the stated aims and/or objectives will be achieved?

### B. Ethics and governance

4. To the best of your knowledge, have all relevant ethical issues been considered and addressed?
5. To the best of your knowledge, have all relevant legal issues been considered and addressed? (e.g. data protection, Human Tissue Act, Mental Health Act etc)

6. To the best of your knowledge ,have all relevant health & safety issues been considered and addressed? (please consider the researcher, participants and the general public in your response)

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7. Is it clear who will benefit from this research?

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8. In your professional opinion, please state whether the project is feasible and achievable? (i.e. able to answer the research question safely and ethically?)

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**C. Further information**

9. Please provide any additional subject relevant information that will assist the Faculty Ethics Panel in reviewing this application

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**D. Declaration**

I declare that I have not been involved in the design of this research, am not part of the research project team, have read and reviewed the ethics application and that I have no conflict of interest in acting as a reviewer.

Signature: ..... Date: .....

Print Name: .....

Post held: .....

Email: .....