#

# Interna/External Peer Review Process and Feedback Form

# (Required for all grants submissions in UCQ )

# Policy:

* All research funding applications to prepared by principal investigators (PIs) in the UCQ must undergo the peer review process.
* The department Head and Dean will not sign off on grant applications that have not undergone the peer-review process.
* A minimum of **two** external peer reviewers is required.
* The PI is responsible for identifying suitable peer reviewers.

Options to find the external peer reviewers:

* [List of Peer Reviewers 2020](https://intranet.ucalgary.edu.qa/sites/ucq/research/Pre%20Award/Peer%20Reviewer%20list-%20Fall%202020.pdf)
* [O’Brien Institute of Health](https://obrieniph.ucalgary.ca/membership/become-member) (you need to become a member)​
* A final copy of the External Peer Review Feedback Form will be kept in the Research office.

**Recommended Process:**

* Principal Investigator sends his/her grant to external peer reviewers at least **3 to 4 weeks** prior to the submission deadline. This will give adequate time for the review process and for comments to be fed back and incorporated into the final proposal.
* Complete Peer Review Process Form below.



# Internal/ External Peer Review Feedback form

|  |
| --- |
| To be filled by Principal Investigator: PRINCIPAL INVESTIGATOR’S SURNAME, GIVEN NAME(S): EMAIL Address:ACADEMIC RANK:FACULTY/DEPARTMENT:TITLE OF PROPOSAL:FUNDING AGENCY: (e.g. QNRF)PROGRAM: (e.g. UREP, NPRP, TAYLOR)COMPETITION DEADLINE: |

# Thank you for agreeing to review the above-noted application.

|  |
| --- |
| **To be completed by Peer Reviewers:** Name of Peer Reviewer: Title of Peer Reviewer: Department: Is the above-titled proposal in accordance with the attached protocol? [ ] Yes [ ]  NOI have reviewed the above-titled proposal, and attached is my feedback to the Principal Investigator. Peer Reviewer’s signature:  |