**Australian Institute of Health and Welfare**

**Ethics Committee: *Peer review report for new applications***

This form is to be completed for ***new applications*** for research which requires approval of the Australian Institute of Health and Welfare Ethics Committee (the Committee), which require peer review, to satisfy the research merit and integrity requirements of the National Statement on Ethical Conduct in Human Research.

The Committee requires at least one *impartial, independent and objective* peer review report for each new application.

Note that approval from a Human Research Ethics Committee does not constitute peer review.

#### Guidance for applicants

Peer review is an important part of your application because it provides an ***impartial, independent*** and ***objective*** assessment by a reviewer who has at least a similar level of expertise in the subject matter to that of the Principal Investigator.

These are the steps to follow when obtaining peer review reports:

1. Familiarise yourself with the AIHW’s *Guidance for applicants* *on research merit and integrity*
2. In approaching potential peer reviewers remember to inform them of the Committee’s expectations (see *Guidance for peer reviewers* section and Section 6 below) and the due date
3. Once the peer reviewer has agreed to prepare the report, provide them with this form, making sure that section 1 is already completed (this section confirms the details of your project in EthOS)
4. When the peer reviewer has sent you their report, please confirm that all sections have been completed (see the last page *Guidance for applicants* *on research merit and integrity*)
5. Attach the report to Section 5 of your (new) application in EthOS, clearly labelled as a peer review report.

#### Guidance for peer reviewers

Reviewers are reminded that a key principle of peer review reports is that the report is ***impartial,*** ***independent and objective.*** In practice, this means that there should be no actual or perceived conflict of interest (on the part of the reviewer) with the Principal Investigator or the research team. This form has been designed to enable reviewers to demonstrate that l in their report.

Before completing the peer review report, the AIHW Ethics Committee recommends that reviewers familiarise themselves with the National Health and Medical Research Council’s [*Principles of Peer Review*](https://www.nhmrc.gov.au/about-us/resources/principles-peer-review) as well as chapters 6 and 7 of the [*Australian code for the responsible conduct of research*](https://www.nhmrc.gov.au/guidelines-publications/r39)(Code of Conduct). Section 6 is a signed declaration that as a reviewer you have understood and applied these principles, the requirements of the Code of Conduct and that the report is impartial, independent and objective.

The AIHW Ethics Committee would like to thank you for taking the time to complete this peer review report and, in so doing, supporting quality research.

If you require further assistance, please contact the Ethics Secretariat at [ethicssec@aihw.gov.au](mailto:ethicssec@aihw.gov.au) or (02) 6249 5004.

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| 1. **CURRENT PROJECT DETAILS: To be completed by the applicant** | |
| 1. EO reference number |  |
| 1. Project title |  |
| 1. Principal Investigator: | Name and title:  Organisation and Centre/Section:  Position in the organisation: |

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| 1. **PEER REVIEWER CONTACT DETAILS: to be completed by the peer reviewer** | |
| 1. Name and title |  |
| 1. Organisation and Centre/Section |  |
| 1. Position in the organisation |  |
| 1. How long have you held that position? (approx.) |  |
| 1. Contact details | Email:  Mobile:  Landline: |

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| 1. **PEER REVIEWER EXPERTISE: to be completed by the peer reviewer** | |
| 1. Please list your professional qualifications   *A list is fine: do not attach a CV* |  |
| 1. In what way do you consider that your areas of expertise are relevant to this research project?   Please include clinical experience as appropriate.  *A few short sentences are sufficient: do not attach a CV* |  |

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| 1. **IMPARTIALITY AND INDEPENDENCE: To be completed by the peer reviewer** | |
| 1. Please briefly outline the nature of your professional relationship with the Principal Investigator and the research team.   The aim of this section is to establish your ***impartiality*** and ***independence***  *Refer to the NHMRC* [*Principles of Peer review*](https://www.nhmrc.gov.au/about-us/resources/principles-peer-review) *and* [*Code of Conduct*](https://www.nhmrc.gov.au/guidelines-publications/r39) *for guidance* |  |
| 1. Please explain how you have managed any actual or perceived conflict of interest.   *Refer to the NHMRC* [*Principles of peer review*](https://www.nhmrc.gov.au/grants-funding/peer-review/nhmrc-principles-peer-review) *and* [*Code of Conduct*](https://www.nhmrc.gov.au/guidelines-publications/r39) *for guidance* |  |

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| 1. **PEER REVIEW REPORT: To be completed by the peer reviewer** | |
| 1. What is your assessment of the research/project?   Please address the following criteria as relevant:   1. Has an appropriate plan of the study been detailed? 2. Is the design appropriate to the aim? Will the study address the question being asked and is it likely to produce a useful answer? 3. Has the study been designed to minimise the risk of bias? Have the investigators adequately accounted for the influence of potential confounders? 4. Are the proposed data collection tools and data management systems appropriate for the project? 5. Will the proposed study group be large enough to provide sufficient statistical precision or power, where appropriate? Will the sample collected be reasonably representative of the population in question, where appropriate? 6. Is the study feasible in terms of funds, time, and other resources? 7. Are the criteria for eligibility clear and justified? Have the methods used to identify, approach, recruit and consent participants been clearly and completely described?   ix. How does it meet current best practice in the discipline? |  |
| 1. How does the AIHW data component contribute to the research as a whole?   For example:  What makes it necessary to obtain the requested AIHW data? |  |
| 1. What is your assessment of the capacity of the research team (especially the Principal Investigator) to complete the project to a satisfactory professional standard and in a timely manner?   If appropriate, citations for existing peer reviewed publications may be included: one or two is sufficient |  |
| 1. Have adequate arrangements been specified for conduct and oversight? |  |
| 1. How would you describe the likely benefits to the Australian community of the outcomes of this research? |  |
| 1. Other   Please use this section to add any other detail you wish to provide regarding the research/project. |  |
| 1. Required changes:   Points that the investigator must address by either making the required change, or producing a cogent argument against the change. |  |
| 1. Suggested changes:   Points that the reviewer thinks may improve the project, but are not essential from a scientific/ethical perspective. |  |

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| 1. **PEER REVIEWER DECLARATION: to be signed by the peer reviewer who compiled the report** |
| I declare that in preparing this report, I have understood and applied the National Health and Medical Research Council’s [*Principles of Peer Review*](https://www.nhmrc.gov.au/about-us/resources/principles-peer-review) as well as chapters 6 and 7 of the [*Australian Code for the Responsible Conduct of Research*](https://www.nhmrc.gov.au/guidelines-publications/r39)(Code of Conduct).  Printed name and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: ………./………/………. |

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