

Peer review of research proposal

Human Research Ethics Committee

About this checklist

- The [Australian Code for the Responsible Conduct of Research](#) requires participation in the peer review process that is fair, rigorous and timely through the impartial and independent assessment of research by qualified persons in the same or related fields.
- The Human Research Ethics Committee require the submission of a peer review to assist in the assessment of research merit and integrity as described in the [National Statement on Ethical Conduct in Human Research 2025](#)
- A peer review does not exempt the application from further scrutiny against the National Statement criteria by the HREC
- Peer reviewers are required to maintain the confidentiality of the research

Please refer to section 1 of the [National Statement on Ethical Conduct in Human Research 2025](#) before completing this checklist.

Completing the checklist

- All fields are required
- Forms with incomplete or missing fields will be returned to the peer reviewer
- The form must be signed by the peer reviewer
- If you have any questions, please contact ethics@csu.edu.au

All fields must be completed.

1. Research project

Project title	
Chief Investigator	
School / Faculty / Organisation / Unit	
Other research team members' names	

2. Peer reviewer

Peer reviewers should be familiar with the type of research being reviewed, but not directly involved with the research project or part of the research team. Due to conflict of interest, a peer review cannot be done by someone for their line manager.

Full name (incl. title)	
Position title	
School / Faculty / Organisation / Unit	
Explain why this person has been selected to review this project.	

3. Research proposal

Responses are required for each field. If a section does not apply, explain why this is the case.

Questions	Comment
Describe how the research contributes to a gap in knowledge	
To what extent is the research based on a thorough study of the current literature and previous studies	

Explain how the research question/s align with the aims of the study

Explain why the proposed design is appropriate to achieve the research aims

Confirm that the research team are appropriately qualified to conduct and/or supervise the research

Explain the potential benefits of the research

Explain the risks in the research and describe how these have been managed

To what extent is the research designed to ensure that respect for the participants is not compromised by the aims of the research, by the way it is carried out, or by the result

Outline any feedback provided to the applicant during the peer review process

Confirm that you are satisfied with the changes made in response to any suggestions

4. Signature and declaration

Peer reviewer

Declaration

By signing below:

- a. I confirm that I do not have any conflicts of interest with this research project and am not directly involved in the project
- b. Any revisions identified during the review process have been addressed by the research team and resolved to my satisfaction.
- c. I have peer reviewed this research project in the interest of ensuring that the project demonstrates research merit and can now be submitted to the Human Research Ethics Committee.

Full name *(Peer reviewer)*

Date *(dd/mm/yyyy)*

Signature

After signing above with your digital signature, return this checklist, all relevant attachments and annotated documents to the primary contact for the research project.