



University  
of Victoria

## Office of Research Services

B202, Michael Williams Building

University of Victoria,

Victoria, BC Canada

<https://www.uvic.ca/research/>

### Instructions to Faculty Regarding Peer Review for Scientific Merit

Peer review of animal-related research proposals for scientific merit is a mandatory requirement of:

- University Research or Teaching Involving Animals Policy  
[http://www.uvic.ca/universitysecretary/assets/docs/policies/RH8110\\_1260\\_.pdf](http://www.uvic.ca/universitysecretary/assets/docs/policies/RH8110_1260_.pdf)
- CCAC Guidelines  
[https://www.ccac.ca/Documents/Standards/Policies/Scientific\\_merit\\_and\\_ethical\\_review\\_of\\_animal-based\\_research.pdf](https://www.ccac.ca/Documents/Standards/Policies/Scientific_merit_and_ethical_review_of_animal-based_research.pdf)

#### For Principal Investigators

- Identify (at least) three potential reviewers (knowledgeable internal or external reviewers; persons with whom you have not collaborated for at least 12 months and (at least) two of whom are non–Animal Care Committee (ACC) members);
- Submit your Animal Use Protocol (AUP) proposal, your research proposal or abbreviated research proposal, and the names of (at least) three potential reviewers (with postal and e-mail addresses as necessary) to the Animal Ethics Liaison [animalethics@uvic.ca](mailto:animalethics@uvic.ca);
- Confidential peer review of the research proposal will be arranged by the Associate Vice President Research, in the Office of Research Services in accordance with University Policy RH8110.

#### *Exceptions*

- Peer review will be waived if the research sponsor conducts adequate peer review for scientific merit as the first stage of its competitive funding award process (and reference to this process is available on either the sponsor's web site or with application instructions), and funding is successful; please indicate the full name of this sponsor in your documentation to the ACC;
- Peer review will be waived if an application to a sponsor with a competitive funding process is unsuccessful, but the sponsor's favourable peer review assessment is forwarded to the ACC along with the research proposal and AUP.

#### Instructions for Peer Reviewers of Scientific Merit

- In accordance with CCAC Policy, expert opinion must attest to the potential value of studies; evaluate the research proposal by addressing the criteria identified on the University's peer review form (provided with the materials for review);
- Provide sufficient critical and/or constructive information concerning your evaluation to justify your conclusion about scientific merit;
- Document your review using the University's peer review form (provided with the materials for review).

Updated August 2020