

**Form R1: Scientific Review of Research Proposals**

**Form to be sent to reviewers at least one week before School DRC submission deadlines.** Go to <http://www.publichealth.uct.ac.za> >> Research >> Departmental Research Committee >> Staff Submitting Proposals for the processes, required forms and submission deadlines.

**1. General Information**

Protocol title	
Name of Principal Investigator	
Division/Research Centre/Unit	

**2. Scientific Review**

Has your proposal previously undergone independent review? (tick ✓)	<input type="checkbox"/> Yes (Skip 2.2)	<input type="checkbox"/> No (Skip 2.1)
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**2.1 External Review:**

**Attach evidence of review to this form (e.g., reviewers' comments from funding agency) and briefly explain review process.**

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**2.2 Internal Review:**

**Submit your proposal to your head of division (HoDiv) or director of URC unit/centre to identify an internal reviewer.**

**To reviewer:** You are kindly asked to review the attached proposal on behalf of our Departmental Research Committee (DRC) and the Faculty Human Research Ethics Committee (HERC). The purpose of this review is to ensure high academic standards and assess whether the proposed research is scientifically sound, and to rate it in terms of interest, innovation and quality. The rating may be used internally as a basis for a grant from Faculty Funds.

Title, first name, surname of Scientific Reviewer	
Division or URC Research Unit/Centre	
Phone	
Email address	

**2.2.1. Reviewer's Assessment of Proposal**

Please complete the following based on your review of the proposal:

2.2.1.1. The research design/methodology is appropriate to the objectives/questions (and/or conceptual framework) and is feasible.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.2.1.2. Relevant sample characteristics and size are described and justified in the context of the objectives and data collection approaches. Recruitment of participants, where relevant, is well described and appropriate.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2.2.1.3. There is a clear description of which data will be collected, how, by whom and how this relates to the objectives, as well as how the data will be managed particularly for confidentiality.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.2.1.4. Consent forms are completed as per HERC requirements, written in a language appropriate for the participants, and strategies to minimize risks are clear.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no to any of the above, please explain if necessary.		

2.2.1.5. How do you rate this proposal (write in letter from rating scale below) based on the points above?	(put letter here)
<b>Rating Scale:</b> A. No changes required; acceptable proposal. B. Acceptable, but minor changes required as suggested on the proposal or below. C. Major changes required; resubmit for scientific review. D. Not recommended for research.	
<b>Please briefly explain your reasons for the above rating and list any changes required:</b> ..... ..... .....	

### 3. Principal investigator to complete:

3.0 Have you attached a cover letter that explains the changes made to the proposal after the internal review?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A (if proposal received an "A" rating or external review conducted)
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### Have you completed the following documents? (Tick)

3.1 New Protocol Application Form (FHS013) (attached with this application). <b>Make sure form used is the most current version.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.2 Project Applications/Approval Requests via <a href="https://eraonline.uct.ac.za">https://eraonline.uct.ac.za</a> (this is formerly the C1 form)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 4. Signatures

<b>4.1 Signature of PI</b>		Date	
<b>4.2 Signature of Internal Scientific Reviewer</b>		Date	
<b>4.3 Signature of HoD/HoDiv/Head of Research Unit/ Head of Centre*</b>		Date	
<b>4.4 Signature of DRC administrator</b> confirming full application is complete and ready to submit to the DRC Chair for review and signature		Date	

\* PI's are to obtain the authorised designee's signature through the DRC Administrator.