

Standard Operating Procedure		51.003	
Peer Review			
Version	4.0		
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Released by	Julie Brittenden	Signature	Date

1. SOP Category

NHS GG&C Sponsor R&I

2. Staff Category

Research Administrators
 Senior Research Administrators
 Research Facilitators
 Research Coordinators
 Innovation Contracts Manager (Innovation Coordinator)
 Innovation Project Managers

3. Scope

Peer review is a Sponsor responsibility. Peer review is only required for non-commercial research studies, sponsored by NHS Greater Glasgow and Clyde (NHS GG&C), when the research is not supported by an eligible funder (Chief Scientist Office Eligible Funder list, Appendix 1) or is being processed via the national "extended review" system.

4. Purpose

Peer review provides a minimum quality check of the scientific methodology and feasibility of a research or innovation study. The UK Policy Framework for Health & Social Care states that 'Every proposal for health research must be subject to review by experts in the relevant fields able to offer independent advice on its quality'.

5. Procedures

5.1 Initiating peer review

Upon receipt of a protocol, the R&I Coordinator identifies at least one suitable reviewer for the project i.e. someone who works in an appropriate field of research, is independent of the project in question, and has no conflict of interest. The Research Administrator will liaise with the reviewer and collate any feedback.

The reviewer(s) is sent the following:

- A copy of the project protocol
- Any other relevant supporting documentation e.g. questionnaires
- A Peer Review Assessment Form (Form 51.003)

The papers are sent electronically and all documents are marked private and confidential. A deadline for reply of two calendar week's time is set.

5.2 Peer review outcome

The Peer reviewer may:

- Approve or reject the protocol if the project is not considered to be good value for money or if the research is not novel.
- Approve the protocol subject to amendments.
- Ask that the protocol is re-submitted to peer reviewers.

5.3 Resubmitting for Peer review

Protocols may be re-submitted for peer review more than once, if necessary, on condition that the reviewer's comments are addressed in the re-submission. Where amendments are made a new version of the protocol should be submitted by the Chief investigator (CI) to the R&I coordinator. The R&I coordinator will assess the amendments before re-submitting the protocol to the reviewer for approval. The Coordinator's Assistant will send the study team peer review feedback (anonymised) and will state if a resubmission of amended protocol is required.

5.4 Documenting Peer review

The results of the Peer review, and all documents pertaining to it, must be retained in the Sponsor file. For a student research project, review by the educational supervisor is normally considered adequate.

5.5 Timelines

If Peer review cannot be secured within the 15 day local Management Approval timeline set by the Chief Scientist Office, the Research Coordinator will submit the project to the R&I Committee for assessment. The Research Coordinator will present a synopsis of the research project to the group. Funding of the research project and logistics will be discussed and a decision will be documented, in the committee minute, confirming if the study can progress to full R&I approval.

5.6 Peer review process feedback

If the researcher is dissatisfied about any part of this process he/she should provide written details of their concern to the R&I coordinator, which will be reviewed by the R&I Committee. If the researcher is not satisfied with the response then he/she may seek advice from the R&I Director.

6. Referenced documents

Chief Scientist Office Eligible Funder list (Appendix 1)
UK Policy Framework for Health & Social Care
Form 51.003A, Peer Review Assessment Form

7. Related documents

None

8. Document History

Version	Date	Description
1.0	27/11/2012	Release of first version
2.0	14/07/2016	Updated to template v1.4.
3.0	11/12/2019	"Released by" changed. Staff category updated. General inclusions made to process. Eligible funder list updated.
4.0	11/02/2022	Updated to R&I from R&D and to include innovation

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Appendix 1 Eligible Funders for Support for Science

CSO Eligible Funder	Acronym	Alternative/Previous Name
Academy of Medical Sciences		
Action Medical Research		
Action on Hearing Loss	RNID	Royal National Institute for Deaf People
Alcohol Education and Research Council	AERC	
Alzheimer's Research UK		Alzheimer's Research Trust
Alzheimer's Scotland		Action on Dementia
Alzheimer's Society		
Arthritis Research UK		Arthritis Research Campaign
Arts and Humanities Research Council	AHRC	
Association for International Cancer Research	AICR	
Asthma UK		
Ataxia		Telangiectasia Society
Ataxia UK		
Autistica		Autism Speaks UK
Baily Thomas Charitable Fund, The		
Bardhan Research and Education Trust of Rotherham	BRET	
Big Lottery Fund		
Biotechnology and Biological Sciences Research Council	BBSRC	
Bliss		The National Charity for the Newborn
Bloodwise		Leukaemia Research Fund / Leukaemia & Lymphoma Research
Bone Cancer Research Trust		
Bowel Disease Research Foundation	BDRF	
Brain Tumour Charity		
Breast Cancer Now		Breakthrough Breast Cancer // Breast Cancer Campaign
British Academy of Childhood Disability	BACD	
British Cardiac Research Trust	BCRT	
British Dietetic Association	BDA	
British Elbow & Shoulder Society	BESS	
British Geriatrics Society		

British Heart Foundation	BHF	
British Hip Society		
British HIV Association	BHIVA	
British Infection Association	BIA	
British Liver Trust		
British Lung Foundation		
British Maternal and Foetal Medicine Society	BMFMS	
British Medical Association	BMA	
British Occupational Health Research Foundation	BOHRF	
British Orthodontic Society Foundation	BOSF	
British Orthopaedic Association	BOA	
British Renal Society	BRS	
British Scoliosis Research Foundation	BSRF	
British Sjögren's Syndrome Association		
British Skin Foundation		
British Society for Antimicrobial Chemotherapy	BSAC	
British Society for Rheumatology	BSR	The British Society for Paediatric and Adolescent Rheumatology
British Society of Interventional Radiology	BSIR	
British Thyroid Foundation	BSIR	
Bupa Foundation		
Cancer Research UK	CRUK	
Castang Foundation		
CGD Research Trust		Chronic Granulomatous Disease Research Foundation
Chartered Society of Physiotherapy	CSP	Physiotherapy Research Foundation
Chest Heart and Stroke Scotland	CHSS	
Chief Scientist Office		

Children with Cancer UK		
Children's Liver Disease Foundation		
Cicely Saunders International		
Circulation Foundation		The Vascular Foundation
CLIC Sargent Cancer Care for Children		
Coeliac UK		
College of Optometrists		
Colt Foundation		
Core		The Digestive Disorders Foundation
Crohn's in Childhood Research Association	CIRCA	
Cure Parkinson's Trust		
Cystic Fibrosis Trust		
Deafness Research UK		Hearing Research Trust, Defeating Deafness
Diabetes Research & Wellness Foundation	DRWF	
Diabetes UK		
Dimbleby Cancer Care		
DISCS		Diagnostic Investigation of Spinal Conditions and Sciatica
Doctor Hadwen Trust for Humane Research		
Dunhill Medical Trust		
Dystrophic Epidermolysis Bullosa Research Association	DebRA	
Economic and Social Research Council	ESCR	
Engineering and Physical Sciences Research Council	EPSRC	
Epilepsy Action		British Epilepsy Association
Epilepsy Research UK		Epilepsy Research Foundation
European Commission - Horizon 20:20		European Union
European Commission - IMI		European Union
European Commission - Medical Science Funding Streams		

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European Commission - Northern Periphery and Arctic		
European Research Council	ERC	
Fight for Sight		British Eye Research Foundation
Foundation for the Study of Infant Deaths	FSID	
Furlong Research Charitable Foundation		
Glasgow Children's Hospital Charity		Yorkhill Childrens Foundation/Charity
Healing Foundation		
Health & Safety Executive		
Health Foundation		
Health Protection Agency	HPA	
Healthcare Improvement Scotland		NHS QIS
Healthcare Infection Society		
Heart Research UK		National Heart Research Fund
Innovate UK		Technology Strategy Board
INSPIRE Foundation		Integrated Spinal Rehabilitation Foundation
Intensive Care Society		
J P Moulton Charitable Foundation		
June Hancock Mesothelioma Research Fund		
Juvenile Diabetes Research Foundation Limited	JDRF	
Kay Kendall Leukaemia Fund		
Kidney Research UK	KRUK	National Kidney Research Fund
Kids Kidney Research		
King's Fund		
Leverhulme Trust		
Low Syndrome Trust		
Lupus UK		
Macmillan Cancer Support		

Macular Disease Society		
Marie Curie Cancer Care		
ME Association		Ramsay Research Fund, ME Society, CFS Research Foundation
ME Research UK		
Medical Research Council	MRC	
Medical Research Scotland		SHERT
Melville Trust for Care and Cure of Cancer		
Meningitis Now		Meningitis UK
Meningitis Research Foundation		
Migraine Trust		
Motor Neurone Disease Association	MNDA	
Motor Neurone Disease Scotland	MND-Scotland	
Multiple Sclerosis Society UK		
Multiple Sclerosis Trust		
Muscular Dystrophy Campaign		
Myaware		Myasthenia Gravis Association
Myeloma UK		
National Association for Colitis and Crohn's Disease	NACC	Crohn's and Colitis UK
National Back Pain Association		BackCare
National Eye Research Centre	NERC	
National Institute for Health Research		includes programmes managed by NETSCC National Obesity Forum
National Institute of Academic Anaesthesia	NIAA	
National Osteoporosis Society		
Neuroblastoma Society		
Newlife		Newlife the Charity for Disabled Children

NHS Health Scotland		Health Scotland
NHS National Institute for Health and Clinical Excellence	NICE	
Novo Nordisk UK Research Foundation		
Nuffield Foundation		
Obstetric Anaesthetists' Association	OAA	
Oral and Dental Research Trust		
Orthopaedic Research UK		
Otorhinolaryngological Research Society	ORS	
Ovarian Cancer Action		
Paget's Association		National Association for the Relief of Paget's Disease
Pancreatic Cancer Research Fund		
Pancreatic Cancer UK		
Parkinson's UK		Parkinson's Disease Society of the United Kingdom
Pelican Cancer Foundation		
Pharmacy Research UK	PRUK	Pharmacy Practice Research Trust
Primary Immunodeficiency Association		
Progressive Supranuclear Palsy Association	PSP	
Prostate Action		
Prostate Cancer UK		Prostate Cancer Charity
Psoriasis and Psoriatic Arthritis Alliance	PAPAA	
Psoriasis Association		
Raynaud's and Scleroderma Association Trust		
Remedi		
Research Autism		
Research into Ageing		Age UK
Resuscitation Council United Kingdom		
Rosetrees Trust		

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Roy Castle Lung Cancer Foundation		
Royal College of Emergency Medicine		
Royal College of General Practitioners		
Royal College of Pathologists		
Royal College of Physicians		
Royal College of Physicians and Surgeons of Glasgow		
Royal College of Physicians of Edinburgh		
Royal College of Psychiatrists in Scotland		
Royal College of Radiologists		
Royal College of Surgeons of Edinburgh		
Royal College of Surgeons of England		
Royal College Ophthalmologists		
Rowntree Foundation		
RP Fighting Blindness		British Retinitis Pigmentosa Society
Scottish Cot Death Trust		
Scottish Government Health Directorates		
Scottish Renal Association		
Sir Jules Thorn Charitable Trust		
Society and College of Radiographers	SCoR	
Society for Endocrinology		
Society for Mucopolysaccharide Diseases		
SPARKS Charity		
Spinal Research		International Spinal Research Trust
Stratified Medicine Scotland Innovation Centre	SMS-IC	
Stroke Association		
Stuart Strange Vasculitis Trust		The UK Vasculitis Trust
Sue Harris Bone Marrow Trust		

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Tenovus Scotland		
The Brain Tumour Charity		Samantha Dickson Brain Tumour Trust
The Royal College of Anaesthetists		
The Royal College of Surgeons Edinburgh		
Thomas Pocklington Trust		
Tommy's		
Tuberous Sclerosis Association		
UK and Eire Glaucoma Society	UKEGS	
UK Occupational Therapy Research Foundation	UKOTRF	College of Occupational Therapists Limited
UK Respiratory Research Foundation	UKRRF	
Wellbeing of Women		
WellChild Trust		
Wellcome Trust		
World Cancer Research Fund		