

3CTN Peer Review Guidelines

Peer Review Definition (Webster):

Peer review is a process by which a scholarly work (such as a paper or a research proposal) is checked by a group of experts in the same field to make sure it meets the necessary standards before it is published or accepted.

Purpose:

The 3CTN peer review process for a research application submitted for consideration for inclusion in the 3CTN portfolio is intended to promote a process whereby applications are evaluated on the basis of a process that is fair, equitable, timely, and free of bias.

Guideline:

1. Peer review should include:
 - Analyzing the content of each application, and check for completeness.
 - Documenting and managing conflicts of interest.
 - Conducted by qualified reviewers based on scientific and technical qualifications and other considerations, including:
 - a. Authority in their scientific field
 - b. Dedication to high quality, fair, and objective reviews
 - c. Experience in research grant review
 - d. Departmental review within an institution is not eligible
 - e. Balanced representation
2. Studies will be considered independent peer-reviewed if one of the following criteria is met:
 - a. Eligible independent reviews include those conducted by the review panels of funding agencies such as CIHR, CCSRI, CBCF, Prostate Canada. NCI, including NCI CTEP Steering Committees, individual cancer clinical trial groups may also have independent peer review panels and procedures such as the Clinical Trials Committee of NCIC-CTG that review scientific merit and feasibility of proposals. Trial groups and networks should describe their external peer review processes to determine eligibility. But may also include favourable reviews from external experts.

NOTE: Review within an institution is **not** eligible.
Review by pharmaceutical companies is **not** eligible

2. If an eligible external review as described has not taken place, the project will require independent peer review.
 - a. Trial lead investigators may initiate independent peer review by identifying a minimum of two independent reviewers with the required knowledge and without conflicts to report on the scientific merit and feasibility of the study prior to submission to 3CTN for portfolio inclusion.



- b. If required, the 3CTN Coordinating Centre (info@3ctn.ca) should be contacted for more information before locating external experts.