

Internal Peer Review Policy for the University of Huddersfield

Introduction

This document provides an overarching University of Huddersfield framework for internal peer review for research grant applications to external funding bodies and “free at the point of access” in-kind activities (e.g. access to national facilities).

The University of Huddersfield regards internal peer review as best practice for both enhancing the quality and success rates of research grant applications, and facilitating the development of early career researchers (ECRs). For some funders it is also a fundamental requirement demonstrating quality control, against which the University can be audited.

Principles

The main principles are:

- It is an opportunity for everyone from early career researchers through to senior staff
- Reviewers do not need to be experts in the specific field of the proposal
- Reviewers should not be Co-Is or partners on the proposal
- Any conflicts of interest must be declared
- The administrative burden should not be onerous
- Timely and effective feedback must be given to investigators
- Confidentiality can be used if necessary but wherever possible processes should be open and transparent
- Best practice should be shared
- External peer review is also encouraged where appropriate
- Unsuccessful applicants should be supported

Peer Review Processes

Internal peer review procedures are School specific, and the School will define the level of peer review necessary for different types of proposal – this should be clear in the School process guidance. Applications can be reviewed any appropriate point prior to eventual submission to funder - Peer review must have been undertaken and feedback taken into account in the final submission before the Dean sign-off stage of the electronic internal approval process.

Evaluation criteria that are generally be taken into account include originality, quality, timeliness and importance of the work proposed, suitability of the methodology, feasibility of the research programme, ability of the investigators to carry out the work, presentation of the application, and the intended outcomes including impact and dissemination. In addition, any specific criteria that need to be met for a given call from a specific funder must be considered.

Each School will develop best practice guidelines for applicants and reviewers, with training/mentoring made available to all research active staff. Copies of the process and forms for each school's process should be included on the school Research Governance webpages.

Monitoring

The implementation of the internal peer review process will be assessed by the University Research Group on behalf of the University Research Committee.