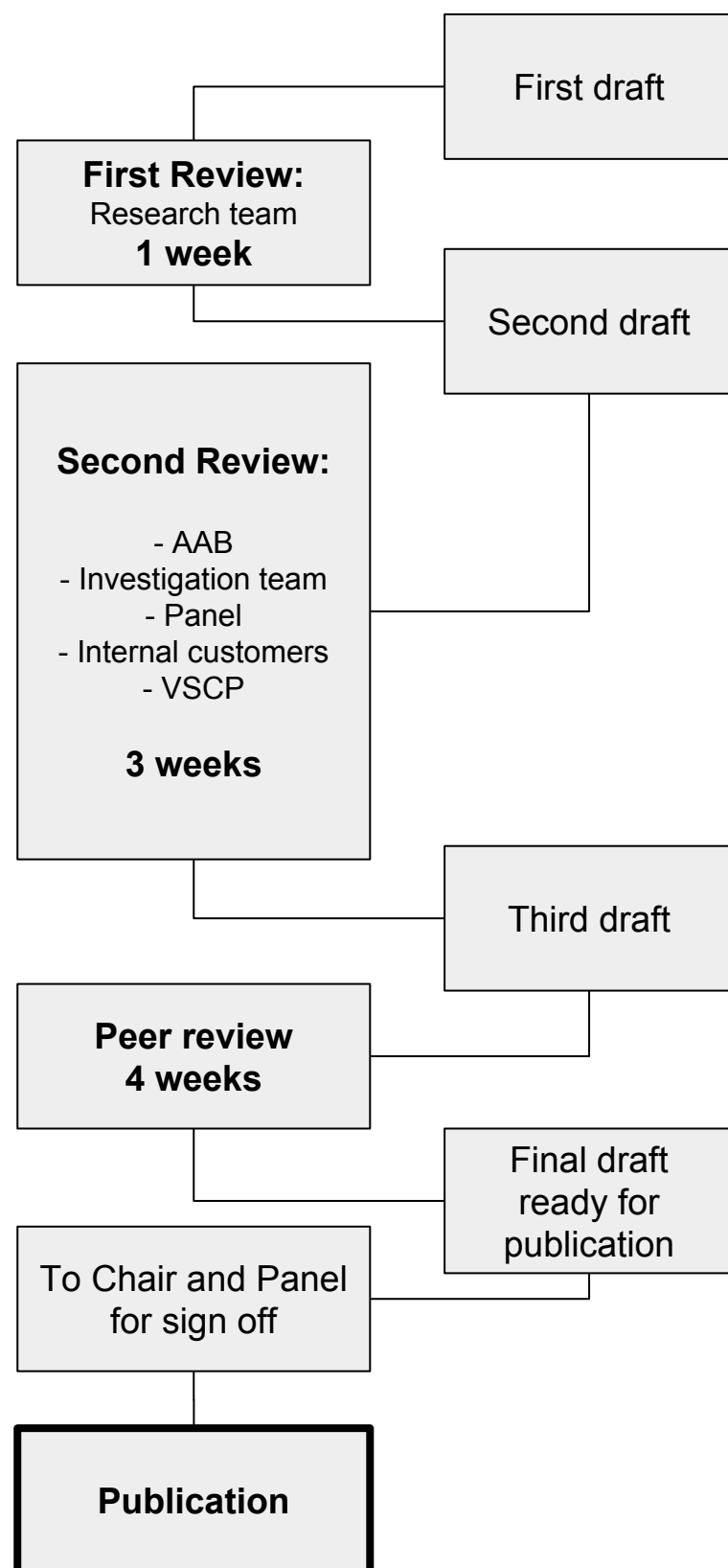


Peer review process

Introduction

This paper sets out the quality assurance process for ensuring research reports are fit for publication. Project leads may apply this outline process in a flexible way to meet the needs of different projects in a proportionate way, and this will be discussed with contractors at the inception meeting.



First Review

The purpose of the first review is to ensure that the structure of the report is correct and that there are no major methodological issues before circulation to the wider internal team.

First and second reviews may, in some cases, be done concurrently if the project lead is confident about the quality.

Second review

This review is an opportunity for the wider IICSA team and internal customers to provide comment. The focus in this round is less on the methodological aspects, and more on the tone narrative and conclusions, especially :

- Has the report adequately answered the research questions ?
- Does the report presentation make it easy for you to draw out findings in a way that is useful for investigations?

At this stage, the report will also go to the Academic Advisory Board (AAB), who provide oversight and a quality assurance role to IICSA's Research Project. They will focus on whether:

- the methodology stands up to scrutiny and is comprehensive
- there is any literature you are aware of that has been missed
- evidence gaps are appropriately addressed,
- findings and conclusions are appropriately nuanced and caveated.

IICSA's Victim and Survivor Consultative Panel will also be given the opportunity to comment at this stage, from a victims and survivor perspective.

Peer Review

Two to three external peer reviewers with appropriate expertise will be identified. They will review the report and assess it's suitability for publication.

After peer review, the report should go to Chair and Panel for final sign off. Detailed comments will not be taken at this stage.