



Office of Research
NORTH SOUTH UNIVERSITY

Responsibilities and Functions of School Scientific Review Committees

The School Scientific Review Committee (SRC) is responsible for evaluating the *scientific merit* of research conducted by core NSU faculty. This includes review of research proposals/projects involving:

1. Internal (e.g., CTRG) and/or external research grant applications (in the case of the latter, only when required by the external agency as part of its application procedure),
2. biomedical and/or behavioural (e.g., psychological, anthropological, sociological, or political) research involving human subjects,
3. research involving animal care and use, and,
4. research for which appropriate level of laboratory biosafety is required (e.g., in relation to the degree of pathogenicity of microbial infectious agents).

[*Note: Faculty whose research or scholarship is based solely or primarily on engagement, review, and interpretation of classical or contemporary texts and/or the periodical literature are not normally required to submit proposals for scientific merit review (except in the case in which internal NSU and/or external grant applications are involved).*]

SRC PROCEDURE FOR SCIENTIFIC MERIT REVIEW: CTRG 2019-2020 Cycle

Please note that:

- a. SRC scientific merit reviews for the CTRG 2019-2020 grant cycle should be conducted and completed by the third week of July 2019.
 - b. Final SRC reports should be submitted to the Director, OR-NSU by the 31st July 2019.
1. The SRC review should be conducted in one session, a follow-up session to be held only for proposals approved tentatively with requested revision. During its review session the SRC may provide opportunity for the faculty principal investigator to be present and to answer questions to clarify the research proposal/protocol to the satisfaction of members of the SRC.
 2. All CTRG proposals should be *reviewed for scientific merit* according to (a) *the adequacy of the research methodology* presented (b) *as consistent with the academic discipline and area of specialization/competence* of the faculty member (in his/her capacity as principal investigator or co-investigator), including:
 - **clarity and rationality of the research question, thesis, hypotheses**
 - **appropriateness of the research design**
 - **strength and feasibility of the proposed research methods**
 - **qualifications and experience of the researcher (e.g., as principal investigator/co-investigator) and/or research team (when involving research associates, research assistants, etc.)**
 - **manifest familiarity of the researcher with current scholarship on the research question, including relevant background materials**
 - **for statistical studies, adequacy of sampling procedure and valid plan for statistical analysis and data control**
 3. The SRC's deliberation on each research proposal should lead to (a) a recommendation of *approval or disapproval* and (b) assignment of a *merit score* (out of 100% possible).¹

¹ Although a *tentative approval subject to revision* is permissible, the SRC should avoid additional delay in transmitting the School SRC's final reports to the Director, OR-NSU by the designated timeline, bearing in mind that all proposals must be prepared for final CTRGC review.

4. The SRC should assess the proposed budget (maximum allowable of BDT500,000) and (a) recommend *accepting* the proposed budget or (b) recommend *modifying* the proposed budget (e.g., reducing the total amount requested; excluding a budgeted item not normally permitted; increasing the total amount above the maximum allowable because warranted by an external collaboration with cost-sharing opportunity or requirement; increasing the total amount to allow for improvement in the statistical validity of the sampling method; etc.).

PROCEDURE FOR SCHOOL DEAN

1. When the SRC Chairperson has completed the summary report (*on the OR-NSU provided template*) for each proposal and transmitted all proposals to the School Dean, the School Dean should *sign each report* to confirm thereby that he has reviewed the submitted report.
2. The School Dean's signature on the summary report shall be construed to *certify thereby* that *the applicant faculty member meets the eligibility criteria* of the CTRG policy: specifically (a) s/he is a *full-time* faculty member; (b) s/he has *completed one academic year* on full-time faculty appointment.
3. If (a) the School SRC has recommended *approval* of the research proposal, but (b) the School Dean *cannot certify* criterion 5(b) above has been met by the applicant faculty member, then the application may be moved forward to the Director, OR-NSU, for CTRGC review *if and only if* the School Dean *recommends without reservation* that the faculty member's grant application be accepted as a *meritorious exception* to the eligibility rule. 'Meritorious exception' shall refer to the faculty member's research record to date, including: (i) *number and quality of publications* in peer-reviewed and indexed journals, (ii) *number of external grant applications* awarded prior to joining NSU, and (iii) exceptional promise of research productivity. Such recommended exception shall be subject to the Vice Chancellor's specific authorization (in his capacity as Chair of the CTRGC) to permit the exception at the time the CTRGC is convened to conclude review of the final list of applications submitted by the Director, OR-NSU.
4. Once the School Dean has signed all summary reports, then the School Dean shall transmit all completed reports (in hard copy) to the Director, OR-NSU, *no later than 31 July 2019*. If the School SRC Chairperson completed the template electronically then *electronic copy* should also be provided to the Director, OR-NSU at: **wilson.biswas@northsouth.edu**