

## **Policy on Research Review**

**Research review** happens when individual researchers, from within or outside the Center for Preparatory Studies (CPS), seek assistance on their research. This is different from research participation, which does not involve being interviewed or observed, but it involves an expert assessment of the meta-aspects of research (e.g. instrument validation, proposal review, methodological advice, etc.). The outlined procedure below should be followed in these cases:

1. All requests of this kind should first be addressed formally to the Standing Member of Research and Conference Committee (CRCC), indicating clearly the kind of assistance required and the targeted timeline. Any relevant documentation shall also be appended to the request.
2. Upon the receipt of the research review request, the Standing Member of the CRCC shall then direct the request for assistance to concerned faculty members, and a Research Review Consent Form (RRCF) is attached with the request for the concerned faculty member to complete and return to the Standing Member of the CRCC.
3. In cases where the CPS faculty member as indicated in the RRCF grants acceptance, the Standing Member of the CRCC shall advise the researcher(s) through electronic mail with the names and the contact details of the faculty members who indicated their acceptance of the research review request.