

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 go through the Standing Member of the Central Research and Conference Committee (CRCC) by filling out the [online research support forms](#), 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 forward the request to CRCC members for review within a set time frame.
3. In cases where acceptance is granted, the Standing Member of the CRCC shall communicate comments and feedback provided by committee members to the researcher(s). An approval letter along with any other relevant documents shall be sent to the researcher(s). This letter is to be signed by the researcher(s) and the Deputy Director of Professional Development and Research in the CPS.