



**Peer Review for Scientific Merit
(for projects funded from non-peer reviewed sources)**

1. The Principal Investigator must submit electronically to the Macdonald Research Office (research.macdonald@mcgill.ca) a written description of the project (as for a grant) including the background, rationale, specific aims, methodology and significance of the proposed experiments, justifying the science behind animal use. If this is for a commercial or service contract, the company should provide the summary sufficient to describe the scientific merit of the proposal. The proposal can be up to five pages.
2. Documentation will be forwarded to two (2) qualified reviewers appointed by the Associate Dean (Research). **Reviewers must refuse to do the review when they are in any of the following situations:**
 - a. are from the same immediate department or unit as the applicant, and who interact with the applicant in the course of their duties at the institution,
 - b. have collaborated, published or been a co-applicant with the applicant, within the last five (5) years,
 - c. have been a student or supervisor of the applicant within the last ten (10) years,
 - d. are a close personal friend or relative of the applicant,
 - e. have had long-standing scientific or personal differences with the applicant,
 - f. are in a position to gain or lose financially from the outcome of the application or for some other reason feel that they cannot provide an objective review of the application.
3. Using the scientific merit review form provided by the Office of the Associate Dean (Research), reviewers must comment on the following points:
 - a. Importance/relevance of the proposed study.
 - b. Originality of proposed research.
 - c. Quality of research design and methodology.
 - d. Species of animal/model (appropriate, not the most appropriate; more appropriate species).
 - e. Other relevant points.
4. The reviewer will approve, conditionally approve or refuse the application. Justification and concerns to be addressed are to be communicated to the Associate Dean (Research).
5. Decisions resulting from this review process will be communicated to the Principal Investigator, the Animal Compliance Office and the Macdonald Facility Animal Care Committee.