

Science Review Checklist

All research proposals submitted to an external funding agency and/or requiring ethics review must undergo a science review prior to submission to the agency/Research Ethics Board.

The purpose of the science review is to ensure that:

1. The research proposal is scientifically valid;
2. The research proposal is feasible (in terms of clinical care, budget, subject recruitment, and staffing);
3. The research is original and innovative (and will ultimately lead to a publishable manuscript or report);
4. The principal investigator receives constructive criticism and feedback on the research design, methods, measures and analysis;
5. The principal investigator has the opportunity to revise and improve the proposal prior to submission to the funding agency;
6. Research at Holland Bloorview Kids Rehabilitation Hospital is of high quality.

The checklist should be filled out as you go along in preparing for your science review submission and attach to the Science Reviewer package. The final checklist sheet should be included with the revised research proposal that you submit to the Research Administration Team just prior to grant submission.

Study Title:

Principal Investigator(s):

Grant to be submitted through:

Holland Bloorview: _____

University of Toronto (dept): _____

Other: _____

Provide one (√) in the appropriate box for each item.

Obtain/Identify/Inform	Check one (√) for action taken			Explanation for Pending or N/A Items
	Complete	Pending	N/A	
Confirm timeline for submission of grant proposal for budget review and signatures with Research Grants Coordinator at BRI				
Identify and contact (potential) reviewer(s)				
* Receive statistical review with letter of support (email alright; necessary for REB submission)				
Meet and inform Pharmacist of project and letter of support (inform only if appropriate to project)				
Identify roles of clinicians and access to clients and clinicians; request/received letter of support				
Obtain letter of support of Program Director(s)				
Inform Human Movement Lab of proposal and letter of support (inform only if appropriate to project)				
Inform Communications of project and any potential web page or public relations support				
Inform Evidence to Care Lead of grant proposal; receive guidance and letter of support as appropriate				

*If a statistician is already included on the grant development this can be bypassed; if a statistician is not necessary for grant proposal, please mark as N/A.