

*Truman State University*  
**Application To Establish A Peer Review Committee**

The following written information must be provided to and approved by the IRB before a Division/Discipline Peer Review Committee is effective. Submit this completed form to the Office of Grants and Sponsored Programs by the first of the month preceding the month in which the new Peer Review Committee is to take effect. Once reviewed by the IRB, a signed copy of this application will be returned to the appropriate IRB division representative. All Peer Review Committees expire at the end of the calendar year unless renewed through this application process.

**Individuals listed below are responsible for understanding and meeting  
the requirements of the Peer Review system as established by the Truman State University IRB.**

Division/Discipline Name: \_\_\_\_\_ Date: \_\_\_\_\_

Person Completing This Application: \_\_\_\_\_ Phone: \_\_\_\_\_

1. A specific point of submission for all applications, proposals, and other supporting information relating to projects involving human subjects must be easily recognized by all faculty within each Division/Discipline which establishes a peer review system. Give the name of the individual to whom all "Applications for Approval of Investigations Involving the Use of Human Subjects," and other supporting data, will be submitted within this Division/Discipline.

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2. Each Division/Discipline which practices peer review of projects involving human subjects must establish a Peer Review Committee which includes a minimum of five faculty members. The Committee may include faculty from other Disciplines/Divisions who have expertise with the types of projects that will be reviewed. Each specific project must be reviewed by a minimum of three members of the Committee. A faculty member may not review his/her own project.

List the names and other requested information for members of the Peer Review Committee within this Division/Discipline. Once this application is approved each member will receive a copy of the IRB manual, and all forms and documents used in the review process. Additional names may be submitted on a second sheet of paper.

	<u>Faculty Name</u>	<u>Academic Rank</u>	<u>Office Number</u>	<u>Phone Number</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____

10. \_\_\_\_\_

2. Who will be responsible for selecting specific reviewers (minimum of three) from the Peer Review Committee to review a designated project?

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3. Both the completed "Application for Approval of Investigations Involving the Use of Human Subjects" and the "Peer Review Form" must be kept together and filed in a central location within the Division/Discipline once the review is completed. This information must remain on file for five years.

a. Who will collect the "Application" and "Peer Review Form" after the review is completed and ensure that this documentation is filed in a central location?

\_\_\_\_\_

b. In what office or location within the Division/Discipline will the review documentation be stored once the review is complete?

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Comments: