

## **Guidelines for Implementing an Impartial Review of Research when Required as a Conflict Management Mechanism.**

The impartial review is a conflict of interest management mechanism which is implemented to provide oversight on the design, conduct, or reporting of research in which an investigator has disclosed a financial conflict of interest. This oversight mechanism provides evaluation of manuscripts reporting on the data and an assessment that there is (1) the transparency and lack of bias in the study design, data collection, methodology, data analysis, reporting, and data interpretation; and (2) an appropriate conflict of interest disclosure has been included in the manuscript. The guidelines below provide instructions on conducting the impartial review. For any questions related to this process, contact the COI office (996-4070; [coi@uic.edu](mailto:coi@uic.edu)).

### Forms needed for this process:

(available at [www.research.uic.edu/conflict](http://www.research.uic.edu/conflict) under the section “Forms”)

- [Nomination/Acceptance of Impartial Reviewer of Proposed Research Reports](#)
- [Impartial Reviewer Report: Manuscript Evaluation](#)

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### **I. Selection, nomination and approval of the impartial reviewer**

- A. Selection.** The impartial reviewer must have the relevant background to understand the research and the methods being used. If the reviewer requests additional information the investigator should provide it. The impartial reviewer must not have any personal, professional, or financial conflicts of interest with the investigator, the sponsor, or the research being conducted. With the knowledge and approval of the department head or dean, the impartial reviewer may be compensated at the investigator’s expense, or as part of the research budget, but that is not required.
- B. Nomination.** The *Nomination/Acceptance of Impartial Reviewer of Proposed Research Reports* form is completed by the investigator with the assistance of the impartial reviewer and submitted to the department head or dean for approval. The nomination form indicates to whom the reviewer will submit completed Impartial Reviewer Reports.
- C. Approval.** The *Nomination/Acceptance of Impartial Reviewer of Proposed Research Reports* form is submitted to the department or dean for approval. If acceptable, the department head/dean signs the form and files the original, giving copies to the investigator, reviewer, and the COI Office. If the proposed reviewer is not acceptable to the department head/dean, the department head/dean consults with the investigator to identify an alternative reviewer.

### **II. Guidelines for the investigator:**

- A. Submit copies of proposed manuscripts to the impartial reviewer.** The investigator must submit copies of manuscripts intended for public dissemination to the impartial reviewer for review prior to public dissemination of the data resulting from a study on which a conflict of interest has been disclosed.

**B. Provide materials to reviewer and discuss.** After the reviewer has reviewed the manuscripts, the investigator should discuss the situation giving rise to the conflict of interest with the reviewer, answer the reviewer's questions, and provide information as requested by the reviewer.

### **III. Guidelines for the reviewer:**

#### **Preparing the *Impartial Reviewer Report: Manuscript Evaluation***

**A. Read the provided manuscript(s).**

**B. Discuss the situation with the investigator.** Ask for whatever additional information is needed including but not limited to: visiting the lab/performance site; reviewing data; reviewer may also request funding proposals or IRB applications, research notes, interviews with lab staff. Gain enough information so that the reviewer is able to make and support his/her recommendation as provided in the *Impartial Reviewer Report: Manuscript Evaluation* form.

**C. Complete the reviewer's form.** Complete the form: *Impartial Reviewer Report: Manuscript Evaluation*. Completing the form electronically is preferred, but a hard copy may be used. If the form is completed electronically, it should be printed for signatures.

**D. Submit the completed report.** Present the completed *Impartial Reviewer Report: Manuscript Evaluation* form. Submit the report to either the investigator or department head/dean (as noted in the *Nomination/Acceptance of Impartial Reviewer of Proposed Research Reports* form). Respond to any follow-up questions from the department head/dean.

### **IV. Guidelines for the department head/dean:**

#### **Accepting the *Impartial Reviewer Report: Review of Proposed Research Reports***

**A. Acceptance/Non-acceptance of report.** The *Impartial Reviewer Report: Manuscript Evaluation* may be accepted as is, accepted after obtaining more information from the reviewer or investigator (copies of publications may be requested if desired), accepted after revision, or not accepted. If revisions are requested, the department head/dean should consult with the reviewer, who may need to follow up with the investigator. If the report is not accepted, the department head/dean should contact the COI office for guidance (996-4070; coi@uic.edu).

**B. Retention of report.** The *Impartial Reviewer Report: Manuscript Evaluation* originals should be kept on file in the department to document the conflict management process. A copy of the *Impartial Reviewer Report: Manuscript Evaluation* must be sent to OVCR's COI office. Do not attach publications to the report unless requested by the COI Office.