

National Centre for Chiropractic Research (NCCR) External Peer Review College

Terms of reference v1 Final

Membership

The EPRC will comprise external experts drawn from academia, industry, policy, and other relevant sectors. This can include experts drawn from the host and collaborating universities, as well as other organisations. Members will be appointed through an expressions of interest process and will be selected based on their disciplinary expertise, professional standing, and experience in evaluating research.

Membership will be for a term of three years, with the possibility of renewal.

Members will be invited on an *ad hoc* basis to review proposals relevant to their expertise.

Efforts will be made to ensure diversity of membership, including representation across personal characteristics, as well as geographic, institutional, career-stage, and disciplinary backgrounds.

Responsibilities

The NCCR External Peer Review College (EPRC) supports the Centre by providing independent, expert evaluation of funding proposals submitted in response to competitive calls. This ensures that the Centre's funding decisions are rigorous, transparent, and based on academic and research excellence.

Members of the External Peer Review College will:

- Review Funding Applications: Conduct peer reviews of proposals, assessing their scientific quality, originality, feasibility, and potential for impact against the Centre's published criteria.
- Provide Fair and Constructive Feedback: Offer objective, constructive and supportive feedback to applicants that helps improve the quality of research where appropriate.
- Ensure Excellence and Integrity: Uphold the principles of academic rigour, impartiality, and fairness throughout the review process.
- Support Decision-Making: Submit timely evaluations that feed into the funding decisions made by the Steering Group.

Conflicts of interest

- Members must declare any conflicts of interest before undertaking a review (e.g., personal, institutional, or financial ties to the applicant, project or institution).
- In cases of declared conflicts, alternative reviewers will be assigned.
- Records of conflicts of interest and mitigation measures will be maintained for transparency.

Accountable to

Review outcomes and feedback will be collated and presented to the NCCR Steering Group to inform funding decisions.

The NCCR EPRC itself will not meet collectively; its role is limited to independent proposal review.

Sub-committees

None.

Review

These Terms of Reference will be reviewed annually to ensure the process remains fit for purpose and reflects best practice in peer review.

Approval

This version of the terms of reference was approved by the NCCR Steering Group on 9 October 2025.