

Standard Operating Procedures (SOP) of GP-TCM Literature Reviews

Annex 4

Quality Assessment reviewer feedback form



QUALITY ASSESSMENT REVIEW FORM

Name of reviewer:
Institution:
Deliverable number: D?
Deliverable name (as in Annex I):

The role of the Quality Assessment (QA) reviewer is to ensure the following questions are answered and sent to the deliverable coordinator and the project manager (halil.uzuner@kcl.ac.uk). Responses should be expansive on this document (including reference page numbers) **unless** track changes mode is used on the draft deliverable itself.

The QA process cannot be treated as final unless the reviewer provides a completed feedback form. If the reviewer needs to request any corrections/updates, details of such corrections/updates must be listed either in the feedback form or in the report.

- 1 Has the formatting template been followed?
- 2 Does the deliverable describe the work clearly?
- 3 Does the deliverable discussion and/or propose solutions regarding the topic addressed?
- 4 Only for deliverables addressing scientific research discussions and proposals: Is the deliverable of sufficient scientific novelty and quality to be accepted as the product of the consortium?
- 5 Is the deliverable consistent in its results and evaluation?
- 6 Have the efforts towards coordination, networking and integration been described well?
- 7 Does the deliverable clearly show what has been achieved and delivered during the reporting period (covered by the deliverable) with respect to the “proposed activity tasks and expected outcomes” from the Annex I? This is to clarify that the achievements reported are in line with the Annex I, and allow the reviewers to clearly see what has been done towards accomplishing the aims.
- 8 Would you like the deliverable to be returned to you once your and the other QA members comments have been included?
- 9 Are there any other comments?

The deliverable coordinator is obliged to follow the recommendations set out by the QA members. If recommendations clash or are not accepted by the deliverable coordinator the QA members should be informed and an agreement be made. By submitting the deliverable to the project manager, the deliverable coordinator is formally acknowledging that the QA recommendations have been implemented into the document.