

## UNIVERSITY PEER REVIEW REQUIREMENTS

### Peer Reviewer Qualifications

Peer reviewer shall have experience in evaluations of the type being reviewed and meet one of these requirements. The peer reviewer, however, must not have been involved in the original design or evaluation:

1. Has a degree applicable to the field of review, or
2. Is a qualified professional in the field of review

### Peer Review Requirements

The peer review shall ensure the following:

1. Soundness of analysis philosophy
2. Appropriateness of calculation approach
3. Assurance that inputs are reasonable
4. Assurance that assumptions are reasonable and justifiable
5. Sufficient detail provided for mathematical formulations
6. Reasonable outputs
7. Reasonable conclusions.

### Peer Review Documentation

A report documenting the peer review activity shall be prepared and provide for the inclusion of any dissenting conclusions and comments by individual peer reviewers. Results of the peer review shall be documented in a report that includes:

- (a) the scope of the task
- (b) the data set(s) for qualification
- (c) the expertise of the individuals performing the data qualification effort
- (d) the method(s) of qualification and rationale for the selected option(s)
- (e) the rationale for abandoning any of the qualification methods, if appropriate
- (f) evaluation criteria
- (g) qualification criteria
- (h) data generated by the evaluation (if applicable)
- (i) the results of the evaluation
- (j) a recommendation for/against changing the qualification status of the data

Additionally, the peer review report shall:

- (a) be signed by each peer reviewer or contain information detailing which peer reviewers have chosen not to sign and why
- (b) identify the work or issue that was reviewed and the conclusions of the review
- (c) include the individual statements by the peer reviewers reflecting dissenting reviews or additional comments, as appropriate
- (d) include a listing of the peer reviewers and documentation indicating that the qualifications and experience of each reviewer have been evaluated and are acceptable.