**Faculty of Health Sciences Procedures for Reviewing Medical Research Council (MRC) Research Entities**

Every MRC/Wits or MRC/NHLS/Wits research entity will be subject to periodic joint review by the MRC and FRC/URC, normally every five years.

**Step 1**

The research entity will submit a report, and other information required by the MRC, to the MRC with a **copy** to the Faculty Research Office. No separate report will be required by the Faculty Research Committee (FRC) or University Research Committee (URC).

**Step 2**

A joint MRC-FRC/URC review process will take place. The composition of the review committee will be jointly decided by the MRC and FRC/URC. The report of the joint MRC-FRC/URC review committee compiled by the MRC, together with the reports from the reviewers (provided the MRC releases them), will be placed on the agenda at the meeting of the FRC, to which the entity leader will be invited by the Assistant Dean (Research and Postgraduate Support), to discuss the report and recommendations. The FRC may accept the report without comment, or after the entity leader has reclused himself/herself, may qualify or amend those outcomes and recommendations that are in the gift of the University.

*[If the Faculty does not participate fully in the MRC review process, or if the MRC does not release the reports of the reviewers, the FRC reserves the right to appoint additional reviewers, and to implement any or all of steps A to C below.*

*Step A*

*When reports have been received from reviewers, the FRC will convene a meeting of the Research Entity Review Task Group, to which the Chair of this Task Group will invite one or more additional person(s) familiar with the field of research of the entity. This supplemented Task Group will consider the reports, compile a summary report on the performance of the entity, and make recommendations concerning the future of the entity.*

*Step B*

*The report of the supplemented Task Group, together with the reports from the reviewers, will be sent to the Research Entity Leader for comment, following receipt of which the supplemented Task Group may amend its report and recommendations.*

*Step C*

*The report of the supplemented Task Group (amended where necessary under step B above), together with the reports of the reviewers, will be placed on the agenda of the next meeting of the FRC. The leader of the entity will be invited by the Assistant Dean (Research and Postgraduate Support) to this meeting of the FRC, to discuss the report and recommendations. After the entity leader has reclused himself/herself from the meeting, the FRC will endorse the report of the supplemented Task Group, or amend it.]*

**Step 3**

The Chair of the FRC, via the Faculty Research Office, will submit the MRC report, together with comments and recommendations from the FRC, and the reports of any reviewers appointed independently by the FRC, to the leader of the research entity again for comment, if the FRC has made substantive changes. The Chair of the FRC will then submit the report, together with the reports of the reviewers, and any final comments of the entity leader, to the URC, to the entity leader, to the Head of School (and Department and Division, where appropriate), to the chair of the quinquennial review committee of the School, and to the Dean. The final comments of the leader of the research entity, if any, will be reported at the next meeting of the FRC.