

Terms of Reference

Research Awards Panel

Purpose

1. The Panel is responsible for the review of all research grant applications received within our grant calls by the Charity in line with our AMRC accredited process.
2. The Panel will be involved in reviewing, scoring, shortlisting, proposing names for external peer review, and interviewing shortlisted applicants if required.
3. The Panel makes funding recommendations to the Research Strategy and Funding Committee ("RSFC") who make the final funding recommendations to the Board of Trustees.

Membership

4. The Panel should consist of a minimum of ten (10) members.
5. It is important for the panel to be representative of a wide spectrum of experts. There must also be at least two lived experience representatives on the Panel.
6. Panel members should represent a broad range of expertise from research, clinical practice and academia including expertise from those working within Inflammatory Bowel Disease (IBD) research but also those working in other research areas of relevance to the scope of the research call.
7. Panel Members and Co-Chairs are appointed by the RSFC following an open recruitment process that promotes inclusivity and diversity.
8. Panel Members may serve for a term of not more than three (3) years, renewable once for a further three (3) years. Retiring Members are eligible for reappointment a minimum of three (3) years after retirement. The term of office of the Co-Chairs of the Panel shall remain the same as that of a Panel Member.
9. Panel Members must agree to abide by the Crohn's & Colitis UK [conflict of interest policy](#).
10. Panel members can end their term on the Awards Panel at any point through formal resignation. Additionally, membership of the Awards Panel will cease in the

following circumstances:

- failure to attend three consecutive Panel meetings without reasonable justification **OR** failure to respond to three consecutive requests for review of applications (see point 16)
- a breach of confidentiality or knowingly not declaring a conflict of interest
- when the maximum membership term has been reached

11. Co-Chairs are not eligible to apply as Principal Investigators on grant applications to Crohn's & Colitis UK for the duration of their term on the Panel.

Meetings

12. Panel meetings will be held on an "as needed" basis to assess grant applications, for which the timetable may vary annually. It is likely that there will be two meetings for each grant call: one for initial shortlisting, and one post-peer review for agreement of funding recommendations.
13. Eight (8) Panel Members must be present including two (2) lived experience representatives for meetings to be quorate.
14. Individuals with specific expertise may be co-opted onto the Panel as full voting members at the request of the Co-Chairs, if the topic of the research grants call requires it, for example a specialist in pain, diet, microbiome, or other specialist fields.
15. Panel Members will be required to leave the meeting during the consideration of any grant application submitted from their host institution or where they have another potential conflict of interest.
16. Panel Members are expected to attend all meetings where possible. In the event that attendance is not possible, Panel Members should send in their scores and comments via email ahead of the panel meetings.
17. Panel Members must maintain strict confidentiality in relation to all verbal and written information that is shared within the Awards Panel.