

Terms of Reference

Research Awards Panel

Purpose

1. The Panel is responsible for the review of all research grant applications received 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 when 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 8 members.
5. It is important for the panel to be representative of a wide spectrum of experts. There must also be at least two lay members 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 are appointed by the RSFC following an open recruitment process that promotes inclusivity and diversity. The Panel Chair will be nominated by the RSFC.
8. Panel Members may serve for a term of not more than three (3) years, renewable once by the Board and extendable by a further two (2) years at the discretion of the Board. Retiring Members are eligible for reappointment a minimum of three (3) years after retirement. The term of office of the Chair of the Panel shall remain the same as that of a Panel Member.

Meetings

9. 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 research call: one for initial shortlisting, and one for interviews as required and agreement of funding recommendations.

10. 5 Panel members must be present including 2 lay member(s) for meetings to be quorate.
11. Individuals with specific expertise may be co-opted onto the Panel as full voting members at the request of the Chair, if the topic of the research grants call requires it, for example a specialist in pain, diet, microbiome, or other specialist fields.