

## **General Meeting Information/Terms and Conditions for all Panel Members**

We would like to thank you for agreeing to be an AHRC panellist. Peer review is at the very heart of the AHRC's operation and we are fully committed to the principle of academic review for the assessment of applications for funding. If you have any questions about being a panel member at any stage leading up to a meeting, please refer any questions to [psa@ahrc.ac.uk](mailto:psa@ahrc.ac.uk).

### **Commitment**

Panellists are normally appointed for approximately 7 weeks before and 5 weeks after the scheduled panel meeting date. You will be expected to fulfil your agreed role during this period. If for any reason you cannot, you are asked to notify us as soon as possible so that we may find a replacement. If you know that you will not be able to attend the meeting, please inform the staff member responsible for your panel as soon as possible. You may still be required to provide detailed comments, which can be taken into account at the meeting.

For the period of your panel appointment you have the option of making yourself unavailable to undertake reviews by updating your details in Je-S with the period of your unavailability. Please refer to the Je-S handbook for details on updating your details. Please refer to the Je-S Helpdesk for any Je-S related queries on 01793 444164 or at [JeSHelp@rcuk.ac.uk](mailto:JeSHelp@rcuk.ac.uk).

Please note that you will only be expected to provide peer review for up to a maximum of 6 proposals (rather than the usual 8) in the subsequent 10 months.

### **Online training**

If you have not served on a panel before or would like refresher training, it is possible to undertake the AHRC online College Peer Review course which takes approximately 1 hour to complete. Please email [peerreviewcollege@ahrc.ac.uk](mailto:peerreviewcollege@ahrc.ac.uk) for further information and detail on accessing the course.

### **Functions & Duties**

Panel members' role is to review applications and allocate a decimal score that can be discussed at a panel meeting. As a panel member, there are slightly different requirements depending on the type of panel you are attending:

- Moderating panels – read, introduce and moderate the peer review of proposals under discussion at the panel meeting.

Moderating Panel guidance: [here](#)

- Assessment panels – read, assess and grade proposals submitted to the scheme under discussion at the panel meeting.

Assessment Panel guidance: [here](#)

At the end of the panel meeting, panellists assign a final grade to all applications and rank them in order of priority of funding.

### **Conflicts of Interest**

Panel members, whatever their background and affiliation, have a duty to bring an independent judgement to bear in all aspects of the process leading to the recommendation of funding proposals. Your attention is drawn to the requirement to comply with the conflict of interest section of the [RCUK's Code of Practice](#).

You should read the panel papers as soon as possible after they have been uploaded to the Extranet site and advise AHRC if you are aware of any conflicts of interest in any of the proposals.

#### Extranet

AHRC only distributes panel meeting documents via the AHRC Peer Review Extranet web-based system. This allows a secure, quick and efficient distribution of meeting papers. There is the option to view meeting documents on the site itself, or you can download the documents to be stored locally on your system.

Please refer to full information about how to use the Extranet [here](#).

#### Remuneration

All panel members receive a panel fee of £170 for fulfilling the duties of a panellist, which is dependent on attendance at a panel meeting.

Panel fee payments are treated as income from self-employment and all panellists are required to declare themselves as self-employed in this respect with HMRC. If you would prefer to waive this payment, please inform us as early as possible, once you have accepted the appointment as payments are made automatically unless the AHRC instructs them to be cancelled.

#### PLEASE NOTE:

Panel fee payments can only be paid to the individual attending the meeting to ensure transparency in the use of public funds; it is not possible to pay the individual's Research Organisation or an individual's own company.

#### Travel and Subsistence

If you are attending a meeting (not for virtual meetings), you are able to claim for eligible expenses incurred as part of your duties. Panellists are responsible for making their own travel arrangements and claiming back the cost, but AHRC will make accommodation arrangements.

AHRC's Travel policy is on our Extranet site and you are asked to familiarise yourself with it prior to incurring expenses. When submitting any expense claims, you should include receipts (apart from mileage claims) and complete an expense form, which can be found on the Extranet Meeting under the Travel and Subsistence Form section. These can be scanned and emailed to [psa@ahrc.ac.uk](mailto:psa@ahrc.ac.uk). Expense forms and receipts can also be sent to: AHRC, Polaris House, Polaris Way, Swindon SN2 1FL.

If you are using your own car to attend a panel meeting, you are able to claim mileage for your journey. It is important for you to complete and submit a Formal Undertaking Letter and Risk Assessment Letter prior to the meeting. These can be found on the Extranet Meeting under the Travel and Subsistence Form section.

#### Termination

The AHRC may at any time terminate your panel membership on the grounds of incapacity or a failure to observe the terms and conditions of your appointment.