



Arts & Humanities
Research Council

2019 Call for Nominations to the Peer Review College

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Introduction

The AHRC is inviting nominations to our Peer Review College. The College reflects the breadth of disciplines and subjects within the AHRC's subject domain and Peer Review College members make a substantial impact on the funding decisions made by the Council and involvement in other areas of the AHRC's activities.

This is a call open to any organisation that has eligible staff (including organisations from the charitable, third and private sector) and who can supply eligible nominators. The nominations process will need to be centrally managed and supported by the organisation (not the nominee).

Equality and Diversity

AHRC is committed to the principles of [equality, diversity and inclusion](#). An organisation's success and competitiveness depends on its ability to embrace diversity and draw on the skills, understanding and experience of its people. The potential rewards of diversity are significant: utilising talent from the widest possible pool can make a major contribution to the impact of research and will benefit the economic and social wellbeing of the UK. We therefore encourage nomination institutions to do so using the diverse range of expertise and talent at their organisation.

Open Recruitment

This is an open recruitment call, meaning anyone meeting the call's eligibility criteria may be nominated from any disciplinary area within AHRC's remit and from any eligible organisation:

Stages of Nomination Overview

Prior to submitting a nomination, both the nominee and the nominator are requested to refer to the eligibility criteria for membership of each college group ([Appendix A](#)).

The nomination process for the Peer Review College is a three stage process:

1. The **nominee** should create a [Je-S account](#) and complete all of the required information. If the nominee already has a Je-S account, then they should check that the information required for the nomination process has been completed.
2. The **nominator** should complete a Case for Support for submission to the sponsoring Research Organisation, via the nominee.
3. The sponsoring organisation should then complete one online survey per nominee via SmartSurvey and upload one PDF document comprising of the CV, publication list (from the nominee), and Case for Support (from the nominator).

All three stages must be completed, in full, **by 4pm on 15th October 2019** in order for the nomination to be considered eligible.

Nominee Preparation

Je-S Account

- You must have a [Joint electronic Submission \(Je-S\) system](#) account in order to apply. Your Je-S Personal ID (PID) will be used for the nomination assessment process. (**Nominations put forward without a Je-S PID will not be considered**).
- Information on how to set up a Je-S account can be found in the [Je-S Handbook](#).
- If you encounter any problems with Je-S, then you are advised to contact the Je-S helpdesk on +44 (0) 1793 44 41 64.
- Whilst updating Je-S please work your way through all the relevant information (Classifications, Qualifiers and Keywords) including ensuring your most current level of expertise is up to date. A comprehensive list of AHRC disciplines can be found in our [Funding Guide in Section 7](#).

Attachments

You will need to prepare:

- A brief CV (maximum two pages)
- A publication list to support your nomination (one page maximum, covering key publications from your career to date – please note there is no time limit for publications but the list should not exceed 1 page of A4).

Case for Support

- Identify and contact a suitable nominator who will write a Case for Support on your behalf.
 - Example nominators are Pro-Vice Chancellor, Dean, Head of School or College, Head of Faculty, Research Director) from your institution or other organisations, learned societies or professional associations
- If you would like to be nominated for more than the Academic Group of the College, please ensure you let the nominator know, so they can prepare the Case for Support accordingly.
- This then needs to be returned to you to be included with your other attachments.

Naming Conventions

- All the documentation needs to be saved in one PDF attachment in the order of
 - CV
 - Publications List
 - Case for Support
- The naming convention to use is your Je-S PID *underscore* Nominee Surname *underscore* Nominee Initial (e.g. S12345G_Smith_G).

Finally, submit this to your organisational nomination representative (someone in the Research, central or VC office, who has responsibility for submitting all applications from your organisation). You will also need to include the contact details of your nominator (Title, Name, Organisation, Role, and email address on the form).

Nominator Preparation

- Nominator's eligibility:
 - You must be a senior staff member or representative within Higher Education Institutions (for example Pro-Vice Chancellor, Dean, Head of School or College, Head of Faculty, Research Director) or other organisations, learned societies or professional associations and of sufficient standing in relation to the nominee.
- Nominees should approach you before applying.
- You are asked to complete a Case for Support (maximum 350 words).

The content of the Case for Support should include the following:

- Why you consider the nominee to be a suitable candidate for the College.
- Explicitly address the essential and desirable criteria for each relevant grouping as per [Appendix A](#) and say how the nominee fits these criteria.
- Relevant evidence of the nominee's expertise and experience should also be included for all of the College groups for which they have been nominated. Please clearly identify evidence of their eligibility for each college under separate headings.
- Information about the nominee's research expertise and suitability to assess applications for all of the research areas that the nominee has indicated.
- When completed, you should send the Case for Support to the nominee, along with your details: Title, Name, Organisation, Role, and email address, so they can be included in the application.

Organisation Preparation: Smart Survey

The AHRC works hard to ensure that the Peer Review College promotes a culture of equality, diversity and inclusion. As such, we have continued our centrally managed process by using a single contact at each organisation to submit the nominations. This gives you the opportunity to analyse who is already a member of the College within your organisation (if applicable), the diversity of the applicants being nominated and any other criteria you wish to take into account. It is important not to limit the range of diversity in this selection process and to also consider other aspects such as discipline, career stage and cross-cutting expertise.

As the nominated submitter for your organization, for each application you will need to have:

- your contact information (Title, Name, Role, Email);
- groups other than the Academic College that the nominee wishes to be considered for;
- nominee information (Je-S PID, Title, First Name, Last Name, Email);
- contact information for the nominator, who should be of sufficient standing in relation to the nominee (Title, First Name, Last Name, Organisation, Role, Email);
- a single PDF document for each nominee (order: CV, Pubs, CfS) with the naming convention Je-S PID *underscore* Nominee Surname *underscore* Nominee Initial (e.g. S12345G_Smith_G).
- One online survey should then be submitted for each nominee.

Please upload each nomination to SmartSurvey at:

<http://www.smartsurvey.co.uk/s/PRCRecruitment>.

Appendix A: Eligibility Criteria for AHRC Peer Review College Membership

The AHRC categorises its peer reviewers into different College groups to improve our ability to match reviewer expertise with grant proposals, and to enable us to identify reviewers who can assess certain aspects of proposals. Candidates must meet the criteria for academic reviewers in order to be eligible for membership of the College; however, they can also nominate themselves for other Groups alongside the Academic Group.

Academic Reviewers

Academic Reviewers are appointed to provide reviews of proposals for academic research and postgraduate training within their area(s) of research expertise.

Essential Criteria

- Researchers with an active track record who are held in esteem by their peers
- Able to demonstrate potential to review proposals within and on the margins of their main subject specialism or discipline
- Experience of leading a research project and having responsibility for the overall management of the research or other activities etc

Desirable Criteria

- Experience of reviewing proposals for the AHRC as a non-PRC reviewer and/or other funding bodies
- Involvement in activities on a national or international level, for example external examining or national level committees
- Experience of supervising PhD students and/or engagement with research student issues
- Experience of leadership and responsibility
- Experience of managing high levels of academic administration
- Experience of collaborative working (within or beyond the academic sector).

International Reviewers

International Reviewers are appointed to provide reviews of research proposals which are set within an international context, and/or engage with issues relevant to the role of research and knowledge exchange in an Official Development Assistance (ODA) context.

Essential Criteria

The criteria for appointment are the same as for Academic Reviewers, but nominees for International Reviewers **must** also be able to demonstrate one or more of the following:

- Experience of assessing applications for Research Funding Organisations at International level (e.g. for the National Science Foundation (NSF); or for the Netherlands Organisation for Scientific Research (NWO))
- Experience of assessing other types of documentation with an international dimension (e.g. being part of international review panels, refereeing for international academic journals)

- Experience of international research collaboration (e.g. collaboration with international researchers).

Strategic Reviewers

Strategic Reviewers are appointed to provide reviews of Fellowship applications and those proposals which involve issues at an organisational level (e.g. Doctoral Training Partnerships or Collaborative Doctoral Partnerships) or high levels of complexity.

Essential Criteria

The criteria for appointment are the same as for Academic Reviewers, but nominees for Strategic Reviewers **must** also be able to demonstrate the following:

- A good strategic overview of arts and humanities in the UK
- Experience of senior management or senior leadership role within a Higher Education Institution (e.g. Pro Vice-Chancellor, Dean, Head of School or College, Research Director) or within a Research Centre
- Experience of a leadership role outside the research organisation (e.g. leading a subject organisation or learned society).

Knowledge Exchange (KE) Reviewers

Knowledge Exchange Reviewers are appointed to provide reviews of proposals that are focused on or include elements of KE activities.

Essential Criteria

The criteria for appointment are the same as for Academic Reviewers, but nominees for KE reviewers must also be able to demonstrate a good understanding of the distinctive nature of Knowledge Exchange in the arts and humanities; and experience of one or more of the following:

- Participation in any KE or impact activity as the result of their research; this can include both formal and informal, funded or un-funded and may have encompassed policy work, active dissemination, commercialisation and/or public engagement activities
- Collaboration and/or partnership working (including collaborative studentships) with non-academic partners, including commercial business, public sector and third sector organisations
- Reviewing KE proposals for Research Councils or other funding bodies.

Non-Higher Education Institution (Non-HEI) Reviewers

Research is increasingly taking place with and outside traditional institutions and AHRC's Peer Review College needs to reflect this. Non-HEI Reviewers are appointed not only to reflect on the academic merits of research proposals, but also to provide a distinctive perspective on the social, cultural or economic impact of proposals from outside the academic community.

Many reviewers from organisations outside the HE sector are also part of the other college groups and will also be approached to comment on other aspects of proposals.

Essential Criteria

Non-HEI reviewers will usually be based in a non-academic organisation (e.g. public sector bodies, businesses, third sector organizations, museums and galleries) and **must** have experience of one or more of the following:

- collaborating with academic researchers
- using the results of academic research
- reviewing applications for Research Councils or other related organisations.

Early Career Researchers (ECRs)

It is not necessary for nominees to hold an academic appointment; however, they must meet the criteria for membership of the Academic College Group as a minimum.

An Early Career Researcher is defined as someone who is either:

- Within 8 years¹ of the award of their PhD or equivalent professional experience or Within 6 years² of their first academic appointment.

¹ These durations should exclude any period of career break, e.g. for family care or health problems.

² By 'first academic appointment', this is a paid contract of employment, either full-time or part-time, which lists research and/or teaching as the primary function.