

General Meeting Information/Terms and Conditions for Chairs

We would like to thank you for agreeing to Chair an AHRC panel. 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 chairing a panel at any stage leading up to a meeting, please refer any questions to ps0@ahrc.ac.uk.

Commitment

Chairs 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 PSO staff member responsible for your panel as soon as possible.

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 – 01793 444164 or JeSHelp@rcuk.ac.uk.

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

Online training

If you have not chaired 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 for further information and detail on accessing the course.

Functions & Duties

The role of the Chair is to run the panel meeting, overseeing panellists' moderation or assessment of applications. The Chair needs to ensure that the meeting runs to time and that all applications are given due attention.

As a Chair, you should be aware that there are slightly different requirements depending on the type of panel you are chairing:

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

Moderating Panel Member Guidance: [here](#)

Moderating Panel Chair Guidance: [here](#)

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

Assessment Panel Member Guidance: [here](#)

Assessment Panel Chair guidance: [here](#)

At the end of the panel meeting, the Chair oversees panellists assigning a final grade to all proposals and their ranking in order of priority of funding.

Conflicts of Interest

Chairs and 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 potential 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 using the Extranet [here](#).

Remuneration

All Chairs receive a panel fee of £230 for fulfilling the duties of a Chair, 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. Attendees 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. 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.