

Roles in a Assessment Panel Meeting

- Chair
 - Oversees and runs panel meeting; ensure runs to time
 - Seeks clarification of panel's views and ensure there is appropriate discussion before the panel agrees a grade for each application
 - Ensures AHRC procedures and protocols are followed with the assistance of AHRC staff
- Panel members
 - Exercise knowledge, judgement and expertise to reach clear, sound and evidence-based decisions
 - Ensure the approach is fair and objective with all applications, adhering to the RCUK Equality and Diversity Policy
 - Fulfil Introducer roles in assessment of proposals
 - Use the grading descriptors for the relevant scheme when assessing applications
 - Have read the AHRC Assessment Panellist's Guidance, particularly with regard to safeguarding decision making
 - Are required to leave the panel meeting when an application is discussed for which they have a conflict of interest
 - Participate in discussing applications and deciding on the final grade and ranking of applications
 - Treat all applications as strictly confidential and not divulge or discuss panel meeting outcomes with anyone outside the panel meeting

