

General Meeting Information/Terms and Conditions for all Chairs & Panellists

We would like to thank you for agreeing to be an AHRC panel member. Peer review is at the very heart of 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 panellist/Chair at any stage leading up to a meeting, please refer any questions to operations@ahrc.ukri.org.

Commitment:

We typically aim to invite panellists/the Chair a minimum of 4 weeks before a panel, in order to provide you with the necessary preparation time, and where possible we aim to ensure that this timeline is longer. Timelines may vary depending on the number and complexity of applications. You may also be contacted within the weeks following the panel meeting regarding any conditions that need to be resolved.

If for any reason you cannot fulfil your agreed role during this period, 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.

We appreciate that preparing for a panel is a lot of work and if you would like to continue reviewing for us during this time, that is absolutely fine. However, if it would be helpful to mark yourself as unavailable to undertake reviews during this time, please do update your period of unavailability in Je-S. You can find [guidance on updating your details in the Je-S Handbook](#). Please refer to the Je-S Helpdesk for any Je-S related queries on +44(0) 1793 444164, or at JeSHelp@je-s.ukri.org.

Functions and Duties:

The role of panellists 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 applications under discussion at the panel meeting. You can find [the moderation panel guidance for chairs and panellists on our website](#).
- Assessment panels – read, assess and grade applications submitted to the scheme under discussion at the panel meeting. You can find [the assessment panel guidance for chairs and panellists on our website](#).

At the end of the panel meeting, the Chair oversees the panellists assigning a final grade to all applications and then ranking 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 applications. Your attention is drawn to the requirement to comply with the 'conflicts of interest' section of [AHRC's Code of Practice](#).

When you have access to the panel details and meeting papers in the Funding service, you should read the panel papers as soon as possible and advise AHRC if you are aware of any conflicts of interest in any of the applications.

Panel Invitations:

After confirming your attendance and once the panel information is available within the system, you will receive a system-generated email from TFS, containing a link to create an account (if you do not already have one). If you do not have a TFS account, please ensure you follow the registration link in the email within 24 hours to avoid the link timing out. You will need to have an account to view panel details and access the meeting papers. The email will also provide a list of actions to complete before the meeting.

Honoraria:

The standard fee for fulfilling the duties of a panellist at a 1-day panel is usually £170, and £230 for Chairs, which is dependent on attendance at a panel meeting. The half-day fee, which also applies to Follow-on Funding panels, is £85 for panellists and £115 for Chairs.

Panel fee payments are treated as income from self-employment and all panel members are required to declare themselves as self-employed in this respect with HMRC. If you would prefer to waive this payment, please do let us know.

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 an *in-person* meeting, you are able to claim for eligible expenses incurred as part of your duties. Panel members are responsible for making their own travel arrangements and claiming back the cost, but AHRC will make accommodation arrangements.

We would kindly ask that you familiarise yourself with the [UKRI travel, subsistence and expenses policy](#) prior to incurring expenses. When submitting any expense claims, you should include receipts (apart from mileage claims) and complete an expense form, via the Non-Employee Expenses Portal based on our Extranet platform.

Details on how to submit an expense claim will be shared via email with you prior to the panel meeting. If you have any questions regarding this, please get in touch with psa@ahrc.ukri.org.

If you are using your own car to attend an in-person panel meeting, you can claim mileage for your journey.

Termination:

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 role.