Roles in a Moderating Panel Meeting

- Chair

  - Oversees and runs panel meeting; ensures runs to time

  - Ensures discussions stay focused on reviewer and PI comments

  - Seeks clarification of panel's views and ensures 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 AHRC Equality and Diversity Policy

  - Fulfil Introducer roles by moderating reviewer and PI comments, not introducing new comments

  - Use the grading descriptors for the relevant scheme when moderating applications

  - Have read the AHRC Moderating 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 do not divulge or discuss panel meeting outcomes with anyone outside the panel meeting