Roles in an Assessment Panel Meeting

- **Chair**
  - Oversees and runs panel meeting; ensures runs to time
  - 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 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 do not divulge or discuss panel meeting outcomes with anyone outside the panel meeting