

## 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 chairing a panel at any stage leading up to a meeting, please refer any questions to [operations@ahrc.ukri.org](mailto:operations@ahrc.ukri.org).

### **Commitment:**

We typically aim to invite 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 chairing role 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](mailto:JeSHelp@je-s.ukri.org).

### **Functions and 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.

### **Online Training:**

If you have not chaired a panel before or would like refresher training, you may find [the training presentations on our website](#) useful.

**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 [AHRC'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 find [guidance on using the Extranet here](#).

**Honoraria:**

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

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 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. 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, via the Non-Employee Expenses Portal based on our Extranet platform. If you have any questions regarding this, please get in touch with [ps@ahrc.ukri.org](mailto:ps@ahrc.ukri.org).

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

**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 role.