

Panellist Quick Guidance – Moderating Panels

- Attendance
 - If you are unable to attend a meeting at short notice, it's helpful if you can still send in your scores and any comments to [the PSO team](#). They can then be used at the panel meeting to give every application the same number of introducer comments.
- Format of the day
 - The timings of the day are worked out to accommodate the number of applications allocated to the meeting and the time needed for adequate discussion.
 - You should allow time to attend for the full day so that discussion of grants and their ranking are not rushed at the end of the day to ensure all applicants are treated fairly. For in-person panels, it may help to book a flexible travel ticket. Accommodation can be arranged if the end time impacts your travel arrangements.
- Scores
 - **All pre-scores should use one decimal point.** This helps with the discussion of grants when undertaking the final scoring and ranking. The Meeting Record will let you add your score with a decimal point.
 - Scoring **should not** average out reviewer scores. Your own score and comments should be based on your judgement of the quality of the reviews and the PI response to the comments made.
 - Pre-scores should be submitted to the stated timeline – this allows the Chair time to assess the grants that will require most discussion due to varying grades.
- Downloading documentation
 - You should download all meeting papers as soon as you are notified they are available and save them to your PC.
 - If you are having any issues in accessing documentation, this gives us plenty of time to fix any problems.
 - If there are any conflicts of interest with any of the applications, we need time to reallocate introducers to accommodate conflicts. Please check for any conflicts with any of the research team members of project partners as soon as you receive the papers.
 - The number of papers for the meeting will be included in the notification you receive advising that papers are available, including details of any late papers.
- Introducer roles
 - Primary introducers should only give a **brief** outline of the project to set the context of the grant – the majority of the time should be used for moderating reviewer comments and the PI response.
 - Secondary and Supporting Introducers just need to add any comments that have not been raised by the Primary Introducer. Supporting introducers do not have to add anything if all points have been raised.
 - Comments should just moderate reviews and the PI response and should not be used to bring in any concerns about the project that have not been raised by reviewers.
- Feedback
 - There is time allocated at the end of the meeting for the AHRC to gain feedback on policy and process issues raised during preparation for the panel meeting and the meeting itself. This is included as the final part of the full panel meeting so panellists should be present for this session.
- Expenses
 - Following a panel meeting, you will need to create an expense claim using the AHRC Expenses Portal, in order to receive your honoraria for attending the panel and reimbursement for any expenses incurred. Your AHRC contact will provide you with guidance on how to do this following your panel meeting. If you have any questions regarding this, please get in touch with [the PSO team](#).
- DORA (Declaration on Research Assessment)
 - The AHRC Funding Guide has been amended to include UKRI's position in support of the San Francisco Declaration on Research Assessment, which can be found at <https://sfдора.org/read/>.