Peer Review College Standards of Service

This document explains what we expect from you as a Peer Review College member and what you can expect from us.

Eligibility

ESRC welcomes anyone with knowledge and expertise in economic and social research subjects regardless of their research organisation or seniority.

ESRC takes a proactive approach to maintaining an appropriate balance of members across the college to ensure it contains a spread of expertise covering the full breadth of ESRC remit whilst upholding an appropriate balance of career stage, gender and ethnicity. This is necessary to reflect the wider research community, as well as a mix of academic and non-academic backgrounds, and geographic locations.

ESRC seeks College members from academic and non-academic backgrounds (such as, commercial or industrial, health services, public services and charity roles), regardless of where they are based (e.g., UK or abroad). We welcome applications from a broad range of roles and seniority.

ESRC is committed to equality, diversity and inclusion and welcomes applications from all. Applications across the ESRC disciplinary remit are strongly encouraged from persons who identify as an ethnic minority, persons with disabilities, persons of diverse gender identities and expressions, and persons identifying with other groups that are currently underrepresented. ESRC is pleased to discuss any concerns about whether they can actively participate in the College, and, to consider reasonable adjustments that enable individuals to consider an application.

Membership - what to expect

Member are expected to

- be familiar with and follow the UKRI principles of assessment and decision-making processes
- **be familiar with ESRC's key assessment criteria**
- provide informed, objective and timely reviews
- provide up to 8 such reviews per year
- provide a review u **within 15 working days** of receipt of the proposal, or a mutually agreed extended period if appropriate
- notify ESRC **within 5 working days** of a request for review if you are unable to meet the peer-review request (and where possible suggest alternative reviewers)

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- **keep your Je-S details up to date**, particularly the elements relating to availability and areas of expertise
- notify ESRC of **any prolonged period of absence** (i.e., more than 4 weeks) in order that review requests can be suspended for an agreed period or provide an alternative email and postal address to which requests can be sent (If the period is for longer than 6 months, members should contact [peerreviewcollege@esrc.ukri.org)](mailto:peerreviewcollege@esrc.ukri.org)
- undertake **training** provided by ESRC for reviewers (see below for details), when joining the College, when the reviewing process changes, and when you are undertaking a new role (e.g., panel member)
- keep up to date with developments that may affect your role as a member of the College through e.g., attendance at ESRC organised events, its website, and its newsletters
- serve on prioritisation panels where invited (please note that such opportunities are limited)
- agree to membership for a period of at least 1 year. Continuation beyond this period or earlier withdrawals of membership are at ESRC's discretion. You may also resign your college membership at any time by contacting peerreviewcollege@esrc.ukri.org

ESRC will:

- ask you to review up to 8 proposals to its funding schemes or programmes during each 12-month period, although exceptionally you may be asked to review more
- seek to ensure that all proposals sent to you for review are appropriate to your areas of expertise
- avoid soliciting reviews during any period where you have indicated you will be temporarily unavailable
- make training available that explains your role within the ESRC process
- ensure that you are updated when necessary with changes and developments which may affect your role and responsibilities as a Peer Review College member
- occasionally forward your contact and subject expertise details to bodies with which ESRC has a formal funding agreement or collaborative arrangement (e.g., other Research Councils), or with which it has a formal agreement that has been drawn up as part of its international strategy so that they may contact you to request a review
- publish your name, research or other organisation (where appropriate) and college groups on the ESRC website, including any panel meetings you attend
- invite you, if selected, to serve on its panels, which make grading and ranking decisions on grant proposals submitted to ESRC

We reserve the right to discontinue the membership of individuals who fail to observe these standards of service.

We also reserve the right to make reasonable changes to these standards of service.

Training

We provide an **online training** which has been developed to enable reviewers to understand details of the ESRC peer review process, the roles they are asked to fulfil, how they fit into that process, and how to ensure that their contributions are as helpful as possible in reaching sound decisions.

The training consists of 3 modules which take around 45 minutes in total to complete. College members are asked to register with their email address and password of choice.

The training is updated to remain in line with current ESRC policy and processes, and therefore we may ask the members to revisit training modules to ensure their knowledge is up to date.

We strongly urge all college members to complete [the training here](#). The guidance for how to sign up can be found [here](#).

Fees and expenses for members

Unfortunately, we do not pay fees for the College members for reviewing.

Contact

Should you have any questions about the College, or wish to leave the College, please contact PeerReviewCollege@esrc.ukri.org