

PRC Terms and Conditions

The following terms and conditions apply to NERC Peer Review College (PRC) Members, effective from January 2020, related to the current [Call for Members](#).

1. PRC membership is open-ended and will be reviewed bi-annually by NERC. Withdrawal of membership is at NERC's discretion and is based on annual reviews of PRC member performance and the scientific areas where NERC is receiving applications. Members may of course withdraw their membership at any time.
2. The PRC year runs from 1 January to 31 December.
3. PRC Chair membership will be for a term of four years, one year as a Deputy Chair and three years as a Chair. Continuation or earlier withdrawal of membership is at NERC's discretion and is based upon annual performance reviews. Core and PRC Chair members may withdraw their membership at any time.
4. If they are not already members of the PRC, Core members and Chairs will automatically be added to the membership on acceptance of either of these roles.
5. All members must abide by [NERC's policy on Conflicts of Interest](#).
6. All members must abide by the [RCUK Policy on Governance of Good Research Conduct](https://www.ukri.org/about-us/policies-and-standards/research-integrity/) (<https://www.ukri.org/about-us/policies-and-standards/research-integrity/>). NERC should be made aware if any member is under investigation for potential research misconduct. College members should also alert NERC if they encounter any potential cases of research misconduct whilst performing their college role (for example, potential plagiarism in grant proposals).
7. All members are required to complete an online NERC PRC induction course before conducting a review and/or attending a panel meeting as a PRC member. In managing the processes for making funding decisions, NERC wants to make as sure as possible that our processes are fair and do not adversely affect any groups. Our aim is to ensure that the best researchers, and research proposals get funded. All members must maintain objectivity in their assessment and be aware of the potential for unconscious bias and how this could impact their decision making.
8. PRC members agree to review up to the equivalent of eight proposals per year, although exceptionally you may be asked to agree to review more during each twelve-month period (normally no more than three per Discovery Science scheme closing date).
9. PRC (and Core) members and PRC Chairs will be nominally assigned to a particular panel portfolio but are expected to work across these, as requested by NERC.
10. Any member may be asked by NERC to attend Moderating Panels that make funding recommendations to NERC. There is no limit to the number of meetings members may be asked to attend, but NERC will not normally issue more than three requests per year.

11. NERC will meet reasonable costs for travel (standard class only) and accommodation incurred as a result of panel meeting attendance and subject to the receipt by NERC of the appropriate claim forms and receipts. In the case of reimbursement costs incurred for travel and subsistence, NERC will pay any contributions and the individual will receive reimbursement in full.

12. The PRC is expected to provide assessments, advice and guidance across the full spectrum of NERC's research investments. NERC commits to giving clear guidance on expectations and requirements. Members agree to provide NERC with reviews and introducer's comments that accord with the guidance given.

13. All responses and reviews must be returned within the period specified by NERC (normally 15 working days).

14. Where members are unable to meet a review request, they should notify NERC by declining via the Je-S system within five working days of the request to allow NERC to find an alternative reviewer as soon as possible.

15. All members agree to reply to NERC availability requests (for reviewing periods and meeting dates) and to notify NERC of any significant periods of absence.

16. PRC members agree to notify NERC and update the Je-S system if there are any changes to their contact details.

17. NERC will ensure that members are updated when necessary with developments which affect their role and responsibilities as a PRC member. Members will ensure that they keep up to date with developments that may affect their role as a member of the College, for example, by referring to the PRC pages of the NERC website and reading College related emails.

18. NERC will publish PRC and moderating panel membership details (member's name and research/other organisation, where appropriate) on the NERC website.

19. NERC will monitor and review each member's performance annually. This includes: numbers of requests made; numbers of useable reviews completed, number of meetings attended, response times and quality of input. As well as poor performance, members may be asked to withdraw if no proposals are being received within their area of expertise. NERC reserves the right to apply sanctions (in the form of withdrawal of eligibility to apply for NERC research grants for a period of 12 months) or to discontinue the membership of individuals who fail to observe these terms and conditions.

20. In order to support the peer review system Principal Investigators (lead and non-lead) of awarded NERC research grants and fellowships, submitted to closing dates from 1st July 2012 are required to consent to membership of the NERC Peer Review College (PRC), if a membership invitation is issued by NERC during the period of award (grant acceptance to grant closure inclusive). Failure to accept membership without adequate reason, or unsatisfactory performance as a PRC member, could lead to the application of sanctions in the form of withdrawal of eligibility to apply for NERC research grants for a period of 12 months.

Note: The Terms and Conditions outlined here apply to membership of the PRC only. Membership of other NERC committees is subject to terms and conditions agreed for each respective body.