**YOUR ROLE AS A PANEL CHAIR / DEPUTY CHAIR**

**Your key responsibilities as the Chair/Deputy Chair of a Panel:**

* To facilitate the fair and evidence based assessment of research grant applications and to safeguard the decision making of the Panel.
* To ask questions of the Introducers and Panel and facilitate a discussion, rather than lead on the detailed assessment of proposals
* To summarise the discussion and ensure an agreed recommendation is reached
* To ensure that decisions are robust, credible and made in an evidence-based, objective manner.
* Seek acknowledgement from the Introducer to check there are no additional points they wish to make when getting agreement to revised scores
* To ensure that no individual is able to unduly influence the scores/recommendations

**What you can expect from STFC:**

* Professionalism: We aim to develop an effective and professional working relationship with you.
* Collaboration: We will work with you to make your transition to the role of Chair as smooth and easy as possible.
* Transparency and respect: We will explain any decisions we make that affect your role as Chair and will work with you to implement any changes.
* Guidance and Advice: We will provide all Panel members with written guidance ahead of the meetings
* Co facilitation: We will support you throughout the meeting, ensuring all procedures are followed, including:
	+ ensuring objective decision making and challenging panel members when appropriate
	+ ensuring relevant criteria is met i.e. appropriate grades are assigned
	+ highlighting any conflicts of interest

**What we expect from you:**

* Professionalism: Aim to develop an effective and professional working relationship with STFC staff.

**Constructive challenge, supporting evidence based decision making, ability to facilitate discussion and handle difficult conversations:**

* We expect evidence-based, objective decision making from everyone on the Panel.
* We expect Introducers to base their assessment and scores on the evidence provided in the application (including Reviewer comments and PI responses) and using the scoring definitions provided.
* You should be prepared to ask for evidence of a score or comment and to challenge when they do not appear to be based on the evidence provided.
* You should also encourage Panel members to support or challenge each other if necessary.

**Time management, good judgement, confidence to propose action:**

* You will co facilitate the meeting with the Panel Secretariat, and a key part of this is the effective use of the expertise of the members and the time available.
* You should summarise and reflect back to the Panel based on what you have heard
* Encourage views from all meeting participants
* Bring discussions to conclusion and an agreed, consensus based, score
* Propose actions, including returning to a proposal or seeking additional expert input if a decision can’t be reached
* Effectively manage conditions for bias (adhere to scheduled breaks but also recognize the need for additional, short, ad hoc breaks)

* **Leadership:**
* We expect you to focus on the overall objectives of the meeting rather than the actual details of each proposal. Rather than drill down into the detail you will take a broader overview, and facilitate the discussion to ensure that any issues are discussed and addressed appropriately
* Support the effective delivery of Panel meetings by, for example, promoting the use of the guidance available to all panel members and highlighting the risk of bias
* Validate the final rank-ordered list
* Be an ambassador for STFC
* Report outcome of round to Science Board (to be deleted if not applicable)

We acknowledge that you are already making a significant commitment though your role as Chair and will not normally ask you to undertake any other significant activities. However you may be invited to contribute to other aspects of STFC business, such as the review of our funding schemes or development of our strategy.