

NERC Peer Review College - The Role of Peer Review College Members

Change Log

Version	Date	Changes and points to note
1.0	06/03/2014	Major updates to closing dates and review periods
1.1	03/06/2015	Minor updates to contact details and terminology
1.2	15/12/2017	Updates to terminology, duration and membership

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All members

All College members (except PRC Chairs) are expected to take part in reviewing and panel membership activities, however some members will have a specific responsibility for one or the other. The majority of the Peer Review College (PRC) members will have a main responsibility for completing reviews as part of the peer review process but may also be asked to attend moderating panels meetings where their expertise is required, according to the proposals submitted.

Specific responsibilities of Core members

A smaller proportion of the College membership will be identified as 'Core members' in each of the three discovery science panel areas. These members will be asked to complete reviews in the same way as other PRC members but will have lead responsibility for attending moderating panel meetings to ensure consistency within and between different panel areas and funding schemes.

Specific responsibilities of members of the PRC Chairs

NERC has identified a group of [PRC Chairs](#) who are responsible for chairing (or acting as deputy Chair) all Discovery Science moderating panel meetings (each is specific to a panel and funding scheme) but who not take part in reviewing. Each funding scheme and panel area will have a specific Chair and deputy Chair.

Members of this group are likely to be asked to carry out the following tasks:

- Chair Discovery Science and Innovation moderating panel meetings, Fellowship sift and interview panels, and other panel meetings as required.
- Work closely with the panel secretary in preparing for each moderating panel meeting. For example, for Standard Grant moderating panels this will include:
 - checking that the panel's membership and allocated introducers are appropriate for the list of proposals to be assessed;
 - occasionally advising on extra reviewers for proposals; and
 - attending a pre-meeting briefing.
- Write a post-panel meeting report for NERC staff and NERC's Science Board (SB).
- Attend an annual PRC Chairs meeting.
- Validate the list of new College members to be invited each year.
- Advise on NERC funding policy and process development.

Time commitment

From January 2014, the College year will run from **1 January to 31 December**. Within this time PRC members may be asked to review up to eight Standard Grant proposals (or equivalent) and may also be asked to attend a moderating panel meeting. While the conditions do not limit the number of meetings members may be asked to attend, NERC will not normally issue more than three meeting requests per year.

It is not possible to give an exact time commitment for members, as this depends on the individual. However, as a guide, reviewing a proposal may take approximately one to four hours (and NERC will aim to send not more than three proposals for completion per closing date) and preparation for a panel meeting is likely to take three days in addition to one or two days of attendance.

NERC contacts all PRC members at various times during the year to determine their availability for reviewing activities and panel meetings. This means if you have a particularly busy period ahead, you can choose not to receive proposals at that time. However, in accepting membership, you agree to provide a certain level of input and attend meetings and we do monitor this. Those members who are consistently unavailable for meetings or fail to provide reviews may be asked to leave the PRC.

Timetable of activities

The following list gives the different funding rounds throughout the year, and gives an indication of the main reviewing periods and panel meeting dates throughout the year.

Standard Grants – January Closing Date

Reviewing period – Late February to Late March

Meetings – Early June

Standard Grants – July Closing Date

Reviewing period – Late August to Late September

Meetings – Early December

Independent Research Fellowships – October Closing Date

Reviewing Period – November/December

Sift meetings – Early February

Interview meetings – Mid to late March

How do I become a member?

NERC will publish a biannual [call for nominations](#) for College members, Core members and Chairs, but please email the [Peer Review College](#) for further details. All nominations are required to have a supporting statement from a senior colleague. Where specific and/or specialist knowledge is required NERC may approach suitable candidates to encourage an application. All applications will be considered in competition and the selection of candidates will be made in the usual way.

Past members are welcome to re-apply to re-join the PRC. In accepting the invitation to join the PRC, all members agree to [NERC's terms and conditions](#) for membership.

Duration of appointments

PRC membership is open-ended but is reviewed bi-annually by NERC. Members can of course opt to end their membership at any time.

Chairs will similarly be appointed for four years in the first instance (one year as deputy chair, three years as chair).

Membership turnover

PRC membership will be refreshed bi-annually as described above.

New Chairs will be recruited as required. They will be appointed as deputy chair in the first year (to allow for succession and handover from the existing chair) and will succeed to the position of chair in the subsequent year.

Assessment and selection process

Selection panels comprised of PRC Chairs, Science Board members and senior NERC staff will assess applicants against the criteria for membership and recommend new members of the PRC, Core and PRC Chairs to NERC.

In some cases an appointment may be required outside the appointment schedule and process eg due to the resignation of an existing PRC and/or Core member or Chair. In these instances NERC may approach suitable candidates to encourage an application and advice regarding an individual's suitability for the role will be taken from appropriate members of the PRC Chairs.

All appointment decisions are ultimately the responsibility of the NERC office although advice will always be sought from the academic community via the PRC and PRC Chairs.

Please email [Peer Review College](#) if you have any queries about the PRC or membership, or call us on the numbers below:

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