

Pharmacy Research UK Scientific Advisory Panel

Terms of Reference

1. Role Overview

The Scientific Advisory Panel was established to advise the Board of Trustees on the development of Pharmacy Research UK's research grant giving strategy and policies and to review the strategy as appropriate.

The Scientific Advisory Panel will also ensure independent review of proposals for research funding and make recommendations to the Trustees for allocation of research funds. The Scientific Advisory Panel will oversee processes for timely monitoring and reporting of funded research activity.

2. Purpose

The Scientific Advisory Panel will work with the Board of Trustees to:

- Support the development of the research grant giving strategy.
- Ensure that the Association of Medical Research Charities' (AMRC) principles of peer review are upheld.
- Make funding recommendations to the Trustees on the charity's investment in agreed areas of research activity, based on external peer review.
- Review progress on research strategy and policies and recommend changes as appropriate.
- Support the development of clear, measurable outcomes and reporting processes to ensure effective use of funds.
- Recommend ways of communicating to supporters the processes and outcomes of the charity's research grant programme, including ensuring that results are made available in 'user friendly' ways.
- Help source and approach external peer reviewers to undertake evaluations of individual research applications, in accordance with agreed policy.
- Recommend and keep under review policies for the maintenance of confidentiality in the peer review of research applications, and for the proper declaration of conflicts of interest in line with policy.
- Recommend whether lay involvement in the peer review process is appropriate and the form it should take on a project-by-project basis.

3. Working Arrangements

The Scientific Advisory Panel will meet independently two to three times a year in line with the charity's research grant-giving and will make formal recommendations on proposed grants to the Board of Trustees. It is the charity's policy to give all applicants feedback. The decision of the Board of Trustees about applications is, however, final.

4. Membership

Appointments of all members will be renewed ideally every three years (with a possible extension of two years), but with some staggering of rotation to avoid loss of continuity and consistency. Additional Panel members will be co-opted depending on relevant skills and expertise. The Panel membership shall ideally be six (including the Chair). Quorum will be set at two-thirds. Membership of the Panel can be changed at any time according to the discretion of the Board of Trustees. The role of the Chair will rotate every two years.

Membership will be drawn, where possible, from the wider health services research community to avoid potential conflicts of interest and enhance the context and credibility of the grant-giving process which currently focuses on pharmacy practice research undertaken in the UK.

5. Membership Skills

The membership of the Board will reflect the following skills and experience:

- Scientific research (to include pharmacy practice, health services & clinical)
- Peer review
- Clinical practice
- Strategic planning (desirable)
- Health/science communication (desirable)
- Experience as a member of a Research or Scientific Advisory Panel
- Experience working in an international research capacity (desirable)
- The ability to provide leadership and direction as well as guidance and support as required

Members will not have all the above skills as individuals.

6. Conflict of Interests

Applications from members of the Scientific Advisory Panel or researchers based in members' academic department, or from previous collaborators, will be managed according to the charity's Conflicts of Interests policy.