

Research Awards Panel

Remit

To provide the charity with expert insight and fulfil governance requirements for the review, funding and management of the charity's research awards in line with the charity's governance structure and Research Strategy. The charity has a 'Research Fund' and the Research Awards Panel provides recommendations on which funding proposals should be awarded funding. It reports to the Board of Trustees.

Terms of Reference

The Research Awards Panel (RAP) will:

- Allocate resources on the basis of scientific excellence and relevance to Coeliac UK's Research Strategy.
- Provide peer review of the highest international standards; source and engage the appropriate additional expertise in the assessment of applications and the evaluation of funded research awards.
- Take into consideration the feedback from the charity's lay Member Review Panel.
- Ensure all research is conducted to the highest ethical standards, complies with all relevant regulations and guidelines and is conducted in an environment that supports the highest standards of research governance.
- Allocate resources within the budget set by the Board of Governors for overall approval by the Board of Governors.
- Periodically review the different funding models and recommend changes where appropriate to the Research Strategy Board.
- Review progress and annual reports as appropriate.

Membership

The Chair of the RAP will be appointed by the Board of Trustees.

Other members of the RAP will comprise of experts at the appropriate level, providing a broad range of expertise across a range of disciplines e.g. basic science, immunology, gastroenterology, genetics, bioinformatics, epidemiology, neurology, autoimmune disease, industry. They will be recruited by the charity's Evidence and Policy Team with the support of the Chair of RAP.

Whilst considering appropriate expertise, membership of RAP should also reflect diversity in other areas, including but not limited to gender, ethnicity.

Terms of appointment for all members will be three years, renewable once only, by mutual agreement, for a further period of three years.

Members, including the Chair are permitted to serve on RAP until the funding round that commences in their final year of service ends, even if this means they are on the RAP for

a number of months past their maximum numbers of years. The Chair will remain on the RAP for a minimum of one year or one full funding round as Past-Chair to support Chair-Elect.

Members must not have been on the RAP for a minimum of three years before they are eligible to return as a member of that panel.

Ideally members of the RAP should not be from the same institution, where unavoidable, no more than two people from the same institution should be on the Panel.

Members should not be in receipt of grants from the charity, where unavoidable, they should be in the minority.

The panel should consist of no less than five members and no more than ten.

Where a lack of expertise has been identified, the RAP may co-opt experts on an adhoc, time limited basis as appropriate.

Coeliac UK staff will attend and co-ordinate RAP meetings in an administrative capacity.

Meetings

It's expected that the RAP will meet at least once per year, but commonly twice per year to align with any funding call or review of funded research. Typically, meetings will take place online, via videocall for both as this allows greater flexibility for members to attend and is less burdensome and time consuming for members to attend amongst other responsibilities or commitments that they may have.

With the support of the charity, the RAP will record members' interests and have a mechanism for dealing with potential conflicts of interest during the conduct of their business.

Any member with a conflict of interest or who has applied for funding will absent themselves from the meeting and will not appoint any reviewers.

The minutes of the meeting will be presented to the Board of Trustees.

The RAP should consist of 10 members, and the quorum of a RAP meeting is three members or 50% of the RAP (whichever figure is higher).