

## **Cancer Research UK General Terms of Reference for Expert Review Panels assisting CRUK Funding Committees**

This document sets out the key responsibilities and membership requirements that the Scientific Executive Board (SEB) has delegated to the Expert Review Panels (ERPs) assisting the various Cancer Research UK (CRUK) Funding Committees in the evaluation of grant applications.

### **1 ERPs assisting CRUK Funding Committees**

The ERPs assisting Funding Committees include, without limitation, those that assist:

- The Clinical Research Committee, being the Clinical Expert Review Panel and the Experimental Medicine Expert Review Panel;
- The Drug Discovery Committee, being the Biotherapeutic Expert Review Panel and the Small Molecule Expert Review Panel;
- The New Investigators Committee, being the Research Travel Awards Panel;
- The Science Committee, being the Immunology Expert Review Panel, the Multidisciplinary Review Panel, and the expert review panels convened to review Science Committee Programme and PFA Awards; and
- The Population Research Committee, being the Catalyst Expert Review Panel, Early Diagnosis Expert Review Panel, the Epidemiology Expert Review Panel, the Prevention Expert Review Panel and the Population Research Fellowships Panel.

### **2 Remit**

- 2.1. **Scientific quality review:** to provide peer review of the highest international standards and make recommendations about the scientific quality of the grant applications for the particular funding schemes that they are asked to review;
- 2.2. **Shortlisting:** if requested by the Office, to decide, based on outline or preliminary proposals, which applicants for the funding schemes within the ERP's remit should be invited to submit a full application for that scheme.

### **3 Additional Terms**

- 3.1. **Good research practice:** To assist Funding Committees in ensuring that all CRUK-funded research is conducted to the highest ethical standards, complies with all relevant regulations and guidelines, and is conducted in an environment which supports the highest standards of research governance. Where a research application proposes the use of animals in research, this includes, without limitation, rigorous review of experimental design, the application of the principles of the replacement, refinement and reduction of animals in research (3Rs) and compliance with relevant guidelines issued by the NC3Rs.
- 3.2. **Review of data sharing plans:** To assess the applicability and adequacy of applicants' data sharing plans and other forms of output sharing to promote the principles of open research and the CRUK Data Sharing Policy.

### **4 Membership**

- 4.1 **Chair:** The Chair will serve in the role of Chair for a maximum of three years unless CRUK determines otherwise, in its discretion. Where appropriate, the Chair may, at the end of his or her term, continue as an ordinary ERP member for three years provided that he or she does not serve on the ERP for more than six years in total. The Chair of each ERP will also be a member of the Funding Committee that the ERP has been established to assist.
- 4.2 **Vice Chair:** The ERP need not have a Vice Chair but, where one is appointed, he or she will be based at a different institution from the Chair, and will generally act as chair of the ERP meeting on any matters where the Chair has a conflict of interest. The Vice Chair will service in that role for a maximum of three years unless CRUK determines otherwise, in its discretion. The Vice Chair may then continue as an

ordinary ERP member, provided that he or she does not serve on the ERP for more than six years in total. The Vice Chair succeed the Chair but this will not be automatic.

- 4.3 **Members:** ERP Members will be appointed by the Head of the CRUK Funding Team supporting the ERP, in accordance with the approval requirements set out in the R&I Governance Framework. The ERP will comprise expert scientists at the appropriate level, providing a broad range of scientific expertise essential for that committee.
- 4.4 Members will be appointed for an initial term of three years, renewable once only for a further three years. Members must not have been on an ERP for a minimum of three years before they are eligible to return as a member of that ERP.
- 4.5 Less than half of the members of an ERP should be in receipt of grants within that ERP's remit.
- 4.6 No more than 20% of the membership should be from the same institution.
- 4.7 Taking into account the need to comprise expert scientists at the appropriate level, the membership should reflect diversity across protected characteristics as defined under the Equality Act 2010, as amended.
- 4.8 Female members should ideally comprise at least 40% of each ERP. The gender balance of each ERP must be reported annually to SEB, along with data regarding other protected characteristics where available.
- 4.9 Where appropriate, the membership should include industry representatives, patient involvement representatives, members from overseas or other independents in order to add diversity of knowledge and experience.
- 4.10 The ERP Chair and CRUK are responsible for ensuring that there is adequate expertise at a meeting to evaluate each proposal and it is at their discretion to postpone the consideration of a proposal if necessary.
- 4.11 Where a lack of expertise has been identified, the ERP may co-opt experts on an ad-hoc, time-limited basis where appropriate. Paragraph 4.6 does not apply to co-opted experts serving on an ad-hoc basis.
- 4.12 Staff of CRUK may attend meetings in an ex-officio capacity. Only the Chief Scientist and Chief Clinician may participate in a voting or scoring capacity where they are members of the ERP.

## 5 Meetings:

- 5.1 ERPs will meet as often as is required by the review schedule of the Funding Committee they are assisting.
- 5.2 With the support of the CRUK office, the ERPs will operate mechanisms for recording members' interests and for dealing with potential conflicts of interest during the conduct of their business.
- 5.3 With the assistance of the Office, a report of each ERP meeting will be provided to the Funding Committee that the ERP is assisting.
- 5.4 A quorum for an ERP meeting is three members or 50%, whichever is higher. A member who is participating in the meeting by electronic means is present for the purposes of determining whether a meeting is quorate.

## 6 Review

- 6.1. These Terms of Reference will be reviewed as needed and, it is intended, at least once every two years.

## 7 Document information

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