

Cancer Research UK Funding Committees

General Terms of Reference

1 Remit:

- 1.1** Each funding committee is responsible to the Scientific Executive Board (**SEB**) for the oversight, development, review, funding and management of a portfolio of research awards within its remit, in line with Cancer Research UK's research strategy.
- 1.2** Each funding committee will operate in accordance with these General Terms of Reference and its specific Supplementary Terms of Reference.
- 1.3** In order to fulfil its remit , each funding committee will work with:
- The SEB, other funding committees and other specialist boards and working groups to ensure co-ordination of activities, and appropriate input to the development of strategies and policy.
 - Cancer Research Technology, to ensure co-ordination of development of intellectual property protection and commercialisation, joint development of strategies and, where appropriate, joint or complementary funding.
 - Other stakeholders specified in the relevant committee's Supplementary Terms of Reference.

2 Terms of Reference:

- 2.1** Each funding committee must ensure the maintenance of an internationally competitive research portfolio, which is targeted to the fulfilment of Cancer Research UK's mission, by:
- (i) Allocating resources on the basis of scientific excellence and relevance to Cancer Research UK's research strategy.
 - (ii) Providing peer review of the highest international standards and engaging the appropriate additional expertise in the assessment of applications and evaluation of funded research programmes.
 - (iii) Maintaining an awareness of the expertise and portfolios of the other funding committees, engaging the expertise of other committees in peer review and contributing to peer review by other committees where appropriate.
 - (iv) Ensuring that all 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.
 - (v) Allocating resources within the budget set by the SEB.
 - (vi) Periodically reviewing the different funding models used by the committee and recommending changes where appropriate.
 - (vii) Reviewing Scientific Milestone Reports and other progress reports, as appropriate.

2.2 Each funding committees should also provide input to the development of the research strategy for Cancer Research UK, which includes:

- (i) Proactively identifying and bringing to the attention of the SEB new funding opportunities and new areas where Cancer Research UK funding could make a significant impact.
- (ii) Keeping abreast of and, where relevant, addressing, external factors such as government policies, which impact on Cancer Research UK's research portfolio.
- (iii) Bringing to the attention of the SEB issues relevant to the funding of research in universities and medical schools.
- (iv) Identifying and bringing to the attention of the SEB opportunities for partnerships and collaborations, including joint funding opportunities.

3 Membership:

3.1 Chair: The Chair of each funding committee will be appointed by the SEB . The Chair will serve in this role for a maximum of three years unless the SEB determines otherwise in its discretion. Where appropriate, the Chair may, at the end of his or her term, continue as an ordinary member for three years provided that he or she does not serve on the committee for more than six years in total..

3.2 Deputy Chair: The Chair and Deputy Chair will have substantially different research interests, reflecting the specialised remit of the relevant funding committee and will not be from the same institution. The Deputy Chair will not automatically succeed to the Chair.

3.3 Members: The membership will be approved by the Strategy and Research Funding Leadership Team or the Policy and Information Senior Leadership Team (as applicable) and notified to the SEB. It will comprise of expert scientists at the appropriate level, providing a broad range of scientific expertise essential for that committee.

3.4 Members will be appointed for an initial term of three years, renewable once only for a further three years.

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

3.6 Less than half of the members of a funding committee should be in receipt of grants from that committee.

3.7 No more than 20% of the membership should be from the same institution

3.8 Taking into account the need to comprise expert scientists at the appropriate level, the membership should reflect diversity in other areas, including, but not limited to, gender.

3.9 10-20% of the membership should be from industry, overseas or other independents in order to add diversity of knowledge and experience.

3.10 In general, members should serve on no more than two Cancer Research UK funding committees simultaneously.

3.11 The Committee Chair and Cancer Research UK are responsible for ensuring that there is adequate expertise at a meeting to evaluate each proposal and it is at their discretion to postpone a proposal or committee meeting if necessary.

3.12 Where a lack of expertise has been identified, the Committee may co-opt experts on an ad-hoc, time-limited basis where appropriate. Paragraph 3.7 does not apply to co-opted experts serving on an ad-hoc basis.

3.13 Staff of Cancer Research UK may attend meetings in an ex-officio capacity. Only the Chief Scientist and Chief Clinician may participate in a voting capacity where they are formal members of the Committee.

4 Meetings:

4.1 Each funding committee will meet as set out in its Supplementary Terms of Reference.

4.2 With the support of the CRUK office, the funding committees will operate mechanisms for recording members' interests and for dealing with potential conflicts of interest during the conduct of their business.

4.3 The minutes or report of each meeting will be presented to the SEB and to such other committees as the SEB requires.

4.4 The quorum for a funding committee meeting is three members. A committee member who is participating in the meeting by electronic means is present for the purposes of determining quorum.

5 Approval limits:

5.1 Each funding committee is authorised to approve the funding of grants up to the following thresholds, which apply on a per grant basis:

	Funding Committee	SEB
Total instalment value	If annual – up to £1 million If multi-year – up to £3 million	Up to £4 million
Total award cost	Up to £5 million	Up to £10 million

Any grant in excess of the thresholds for Funding Committees must be referred to the SEB, along with a recommendation from the relevant funding committee.

5.2 All capital expenditure or equipment requests in excess of £500k (including those in Institutes) must go to the SEB for approval.

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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