



Higher Education Innovation Fund (HEIF): Process and criteria for selecting panel members

December 2018

**Bournemouth
University**

Call for Eols

There will be a call for expression of interest (Eol), led by RKEO, inviting those who are interested to put forward a short case (maximum length of one page for Chairs/Deputy Chairs and half a page for other panel roles) as to why they are interested in being a panel member and the knowledge, skills and experience they think they could bring to the panel. The Eols are submitted to a central mailbox in RKEO. Eols should specify the panel member role to which the applicant is applying.

Process for selecting the Chair/Deputy Chair

Eols for the Chair/Deputy Chair role will be reviewed against the selection criteria detailed in this document by the Research Performance and Management Committee (RPMC). In the event of there being just one Eol received for a particular panel member role, the RPMC will still review it using the selection criteria to ensure they are suitable for the role.

The RPMC will give each Eol a score out of 15, based on how well they score against the criteria outlined below. These are equally weighted with each criterion carrying a total possible score of 5. Eols will then be ranked with the Chair/Deputy Chair roles offered to the applicants with the highest ranked Eols. A member of the RPMC will provide feedback to all applicants.

- **Knowledge and experience of HEIF, the Government's Industrial Strategy and knowledge exchange (scored out of 5):** HEIF funding is provided for a specific purpose and expenditure is reviewed annually by Research England. HEIF should be invested to enable BU to maximise opportunities for supporting the achievement of the Government's Industrial Strategy. As such, the Chair and Deputy Chair must have knowledge and experience of HEIF, knowledge exchange and the Government's Industrial Strategy. This should be evidenced in their Eol.
- **Experience of chairing meetings and reaching consensus to ensure sound decision-making (scored out of 5):** The Chair and Deputy Chair will need to be able to chair meetings effectively. They will need to ensure processes are followed in terms of peer review, reaching panel consensus and prioritising applications for funding. They will need to ensure prioritisation decisions are made in alignment with BU2025, BU's HEIF-6 strategy, and external requirements (such as reporting to Research England). They should be able to articulate how this will be achieved.
- **Plans for leading the HEIF agenda across the University (scored out of 5):** The Chair and Deputy Chair are responsible for motivating the research community to undertake a range of knowledge-based interactions (based on excellent research) between BU and the wider world, which result in economic and social benefit to the UK. They are expected to encourage applications for HEIF funding and facilitate the cross-fertilisation of ideas. They should have ideas for how they will do this.

Process for selecting the other panel members

Once the Chair is identified he/she will convene a team (comprising Chair, Deputy Chair, and a member of RPMC) to review the Eols received for other panel roles. They will review the Eols against the selection criteria detailed in this document. In the event of there being just one Eol received for a particular panel member role, the review team will still review it using the selection criteria to ensure the applicant is suitable for the role.

The review team will give each Eol a score out of 10, based on how well they score against the criteria outlined below. These are equally weighted with each criterion carrying a total possible score of 5. Eols will then be ranked. The diversity of the funding panel will be considered as part of the selection process to ensure representation from all faculties, a good spread of disciplinary knowledge, and representation on the panel in terms of gender and ethnicity; however all decisions will be based on the criteria. The team will then select the panel members based on the highest scoring Eols. The Chair will provide feedback to all applicants.

- **Experience of peer review and/or scoring funding applications (scored out of 5):** One of the panel's main roles is reviewing and scoring funding applications. Their experience of this should be evidenced in their EoI.
- **Knowledge of HEIF, knowledge exchange and the Government's Industrial Strategy (scored out of 5):** HEIF funding is provided for a specific purpose and expenditure is reviewed annually by Research England. HEIF should be invested to enable BU to maximise opportunities for supporting the achievement of the Government's Industrial Strategy. As such, panel members should have knowledge and experience of HEIF, knowledge exchange and the Government's Industrial Strategy. This should be evidenced in their EoI.

Once the Chair, Deputy Chair and panel members are appointed, their tenure and service will be as per the HEIF Funding Panel Chair and Deputy Chair role descriptor document and Terms of Reference. Aligned with this, panel members will serve for a three year period.