**Acorn Funding Panel Chair and Deputy Chair**

November 2018

**Introduction**

The Acorn Fund Review Panel is responsible on behalf of the Research Performance and Management Committee (RPMC) for assessing applications and awarding agreed Acorn Funds for the year, made to BU Early Career Researchers, who have submitted their application according to the conditions of the Acorn Fund Policy document in force at the time of application. The Acorn Fund is part of the RKE Development Framework.

**Purpose**

The Chair of the Acorn Funding Panel has an important role to play in ensuring that the University Acorn Fund is invested as a flagship initiative to drive forward career development within the Early Career Researcher community at BU. Although internally directed, this scheme supports external requirements - BU’s signatory status of the *Concordat to Support the Career Development of Researchers* and BU’s retention of the *HR Excellence in Research* award. The Chair is supported in this endeavour by the Deputy Chair. The Chair and Deputy Chair act as a champion for the Acorn Fund across the University. The Chair and Deputy Chair are responsible for advising the RPMC on the development, implementation and review of institutional strategies relating to the Acorn Fund.

**Responsibilities**

The key responsibilities of the Chair/Deputy Chair of the Acorn Funding Panel are to:

* Chair the panel meetings (these are to take place in February, September and December, or as required to align with the awarding cycle).
* The Chair and Deputy Chair will ensure that all applications for QR Acorn Funds are reviewed and scored by the panel in advance of panel meetings.
* The Chair, as leader of the panel, is responsible for the panel function, ensuring that all applications are fairly reviewed and discussed, all panel members’ views are considered, all issues are explored, processes are followed, and clear and consistent decisions made and recorded.
* The Deputy Chair will take on the role of Chair when the Chair has a conflict of interest with any of the proposals being discussed. The Deputy Chair will chair meetings if the Chair is unable to attend.
* Provide general advice and guidance about the Acorn Fund to the funding panel members and BU researchers.
* The Chair will offer support and mentorship as required to the Deputy Chair.
* To oversee the review of the final reports submitted by the award holders, c. 8 weeks after the end of the award period.

**Person profile**

The Chair/Deputy Chair of the Acorn Funding Panel will be:

* A member of professoriate (for Deputy Chairs this is extended to Associate Professors), with knowledge and experience of ECR development;
* Able to chair meetings effectively;
* Open-minded with a strong sense of probity and social justice;
* A good communicator who can motivate the research community to support the researcher development of BU’s ECRs;
* Able to ensure alignment of awards made with internal and external strategies; and,
* Pragmatic and fair minded in their approach to reviewing and prioritising applications for funding, showing awareness of strategic alignment, external reporting requirements, risk/opportunity and complexity.

We particularly welcome female applicants and those from an ethnic minority, as they are often underrepresented at BU management committees.

**Time commitment**

Acorn Funding Panel meetings take three times per year. There will also be work outside of panel meetings such as reviewing applications.

**Tenure**

The Chair serves for a period of 3 years plus one further year as an outgoing chair, providing mentorship and support for the incoming chair. The Deputy Chair serves for a period of 3 years and is permitted to apply to be the Chair in the event the Chair comes to the end of their term or chooses to relinquish the role.