**HEIF Funding Panel Chair and Deputy Chair**

November 2018

**Introduction**

The Higher Education Innovation Fund (HEIF) Funding Panel is responsible on behalf of the Research Performance and Management Committee (RPMC) for ensuring the University invests HEIF funding in line with BU’s HEIF-6 Strategy and to determine recommended priority investment in projects from the HEIF grant for consideration by the RPMC.

**Purpose**

The Chair of the HEIF Funding Panel has an important role to play in ensuring that the University HEIF grant is invested in line with BU’s HEIF-6 strategy (2017-22) and the Government’s Industrial Strategy. They are supported in this endeavour by the Deputy Chair. The Chair and Deputy Chair act as a champion for HEIF, knowledge exchange and the Government’s Industrial Strategy 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 HEIF.

**Responsibilities**

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

* Chair the panel meetings (these take place quarterly).
* The Chair and Deputy Chair will ensure that all applications for HEIF funding 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 HEIF, knowledge exchange and the Government’s Industrial Strategy to the funding panel members and BU researchers.
* The Chair will offer support and mentorship as required to the Deputy Chair.

**Person profile**

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

* A member of professoriate (for Deputy Chairs this is extended to Associate Professors), with knowledge and experience of HEIF and knowledge exchange;
* 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 undertake excellent research in support of international development
* Able to ensure alignment of research 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**

Panel meetings take place quarterly. There will also be work outside of panel meetings such as reviewing funding 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.