**Impact Funding Panel: Process and criteria for selecting panel members**

January 2022

**Call for EoIs**

There will be a call for expression of interest (EoI), led by RDS, 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 EoIs are submitted to researchimpact@bournemouth.ac.uk in RDS. EoIs should specify the panel member role to which the applicant is applying.

**Process for selecting the Chair/Deputy Chair**

EoIs 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 EoI 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 EoI 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. EoIs will then be ranked with the Chair/Deputy Chair roles offered to the applicants with the highest ranked EoIs. A member of the RPMC will provide feedback to all applicants.

* **Knowledge and experience of research impact (scored out of 5):** The Chair and Deputy Chair are expected to have an excellent understanding of the ways in which impact can be developed and evidenced. They are also expected to understand the REF process and requirements relating to the impact submission. This should be evidenced in their EoI. Applications from those who have been involved in previous REF Panels or who have previously submitted impact case studies are particularly welcomed.
* **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 impact support. They will need to ensure prioritisation decisions are made in alignment with BU2025 and the requirements of the impact element of the BU’s REF submission. They should be able to articulate how this will be achieved.
* **Plans for leading the impact agenda across the University (scored out of 5):** The Chair and Deputy Chair are responsible for motivating the research community to plan, deliver and evidence the impact of their research. 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 EoIs received for other panel roles. They will review the EoIs against the selection criteria detailed in this document. In the event of there being just one EoI 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 EoI 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. EoIs 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 EoIs. The Chair will provide feedback to all applicants.

* **Experience of peer review and of monitoring outcomes (scored out of 5):** One of the panel’s main roles is reviewing and scoring applications to the research support programme. Their experience of this and any experience of monitoring the effective use of budgets should be evidenced in their EoI.
* **Knowledge of the REF and research impact (scored out of 5):** Panel members should have the appropriate level of skill and knowledge to help them assess research quality, the potential for impact development and monitor budgets. It is expected that panel members will predominantly be practising researchers and will have a breadth of understanding of research across their Faculty. They are also expected to have an understanding of the REF assessment process and of research impact.
* **Commitment, motivation and enthusiasm (scored out of 5):** Being a panel member is a big commitment and the role has the scope to help shape impact development at BU. Members need to be committed to the role, as well as showing the enthusiasm and motivation needed to support the Panel.

Once the Chair, Deputy Chair and panel members are appointed, their tenure and service will be as per the Impact 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.