**Research Development Funding Panel:**

**Process and criteria for selecting panel Chairs, Deputy Chairs and Members**

**Introduction**

The Research Development Funding Panel is responsible on behalf of the Research Performance and Management Committee (RPMC) for assessing applications and awarding agreed Research Development Funds for the year. These funds will be awarded to BU Early Career researchers and Mid-Career academics, who are working with or mentored by the Professoriate. The Research Development panel is established in line with the BU2025 Research Principles.

**Purpose**

The purpose of the Research Development Funding Panel is to invest internal funds in projects that build the capacity and capability of staff and teams to attract external research funding, build and join national and international research networks/collaborations, and increase institutional reputation for research excellence, in line with the BU2025 Research Principles. The Research Development Funding Panel has a broad remit to able to effectively award funding to improve research capacity and excellence at BU.

**Process for recruiting Chair and Deputy Chairs**

There will be a call for expression of interest (EoI), led by RDS, inviting members of the professoriate (for Deputy Chairs this is extended to Associate Professors), who are interested to put forward a short case (maximum length of one page) 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. Applications from underrepresented groups (minority ethnic, declared disability) are particularly welcome. EoIs are submitted to a central mailbox in RDS [researchdevelopmentfund@bournemouth.ac.uk](mailto:researchdevelopmentfund@bournemouth.ac.uk) and should specify the panel member role to which the applicant is applying.

EoIs 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 role, RPMC will still review it using the selection criteria to ensure they are suitable for the role.

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. The role will be offered to the highest scoring applicant. A member of the RPMC will provide feedback to all applicants.

**Selection criteria for Chair and Deputy Chairs**

The selection criteria are outlined below. These are equally weighted with each criterion carrying a total possible score of 15:

* **Knowledge and experience of research development (scored out of 5):** The Chair and Deputy Chair are expected to have an excellent understanding of the ways in which research can be developed. They are expected to understand research funding, researcher development (including knowledge of the Concordat to Support the Career Development of Researchers) and the research assessment process including requirements relating to REF submission. This should be evidenced in their EoI.
* **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. They should be able to articulate how this will be achieved.
* **Plans for leading the research agenda across the University (scored out of 5):** The Chair and Deputy Chair are responsible for motivating the research community to plan and deliver excellent research. They should have ideas for how they will do this.

**Process for Panel Members**

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 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. Applications from underrepresented groups (minority ethnic, declared disability) are particularly welcome. EoIs are submitted to a central mailbox in RDS and should specify the panel member role to which the applicant is applying.

Once the Chair of the panel is identified they will convene a review team (comprising Chair, Deputy Chair, and a member of RDS) 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.

**Selection criteria for Panel Members**

The selection criteria are outlined below. These are equally weighted with each criterion carrying a total possible score of 15:

* **Experience of peer review and of monitoring outcomes (scored out of 5):** One of the panel’s main roles is reviewing and scoring applications. Experience of this and any experience of monitoring the effective use of budgets should be evidenced in their EoI.
* **Knowledge of research development (scored out of 5):** Panel members should have the appropriate level of skill and knowledge to help them assess research quality, the potential for research 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.
* **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 research 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 relevant role descriptor document and Terms of Reference.

**Time commitment**

Research Development Funding Panel meetings will take place quarterly each year. There will also be work outside of panel meetings such as reviewing applications.

**Questions**

Questions regarding the process should be directed to RDS using the Research Development Funding Panel [researchdevelopmentfund@bournemouth.ac.uk](mailto:researchdevelopmentfund@bournemouth.ac.uk)