

STANDING ORDER [11]

TERMS OF REFERENCE FOR THE RESEARCH COMMITTEE

Purpose

1. The Research Committee is a sub-Committee of the Trustee Board whose role is to assess and approve research grant applications within the guidelines set by the Trustee Board and in accordance with the Association of Medical Research Charities' best practice [or any equivalent body]. For the avoidance of doubt, the Trustee Board retains responsibility for:

- 1.1 setting overall policy in relation to research;
- 1.2 setting research needs and priorities, subject to appropriate consultation;
- and
- 1.3 setting the research budget.

Membership

2. There shall be between 25 and 30 members of the Committee (excluding Trustees and staff who may not be members) of which three shall be lay members drawn from the membership of the Diabetes UK Grants Advisory Panel. Trustees are entitled to attend meetings as observers*.

3. Members – other than the lay members – shall be selected for their specialist knowledge and expertise across the range of areas in which we fund research, and shall be appointed by the Chair in consultation with the Secretary. Appointments will be approved by the Trustee Board*.

4. Members shall serve for one term of three years after which they are eligible to serve for one further term of three years. After a gap of not less than three years, a former member shall be eligible to serve for one further term of up to three years*.

5. Members shall be required to leave the meeting during the consideration of any grant application submitted from their research institution, or where they have another potential conflict of interest.

Co-optees

6. The Committee in its absolute discretion may appoint co-opted members to provide additional expertise. Such co-opted members may attend an entire meeting or for part of a meeting for the discussion of one grant application only. Co-opted members shall not participate in the scoring of grant applications, except those which they are assigned.

Chair

7. The Chair shall be an independent person appointed by the Trustee Board for one term of up to three years and may be reappointed for a further term but may not serve as Chair for more than a continuous period of six years.

8. The Chair shall not be permitted to submit a grant application for consideration by the committee, nor to have an interest in any such grant application.

9. The Chair of the committee shall not score grant applications.

10. The Chair shall be required to leave the meeting during the consideration of any grant application submitted from their research institution, or where they have another potential conflict of interest.

Vice-Chair

11. If the Chair is unable to be present at a meeting or part of a meeting (due to a conflict of interest), the Secretary shall appoint a Vice-Chair as appropriate.

Secretary

12. The Director of Research (or equivalent post-holder) shall serve as Secretary to the Committee or may appoint such other staff member to this role as she/he sees fit.

Meetings

13. The Committee shall meet twice a year.

14. Members shall be requested to attend meetings at which grant applications in their areas of expertise are to be considered. Normally, between 18 and 25 members shall attend any one meeting of the committee, depending on the number and scope of the applications to be considered.

15. We are happy to reimburse members for their reasonable travel expenses (and any overnight/subsistence expenses where appropriate) in line with the prevailing expenses policy.

Quorum

16. The quorum shall be six Committee members*, including one lay member but excluding any co-opted members.

Code of conduct and conflict of interest policy

17. On appointment Committee members shall sign and agree to abide by the Diabetes UK code of conduct and conflict of interest policy.

Declarations of interest and operating procedures

18. Committee members shall complete a declaration of interest form upon appointment which shall be reviewed annually thereafter. On becoming aware of any change in interests, members should update their form within 28 days and send it to the Secretary.

Version	Changes	Effective date	Author	Approver	Next review date
1.0	n/a	01/03/2015	Anna Morris (Head of Research Funding)	Alasdair Rankin (Director of Research)	01/08/2015
2.0	n/a	15/02/2021	Kamini Shah (Head of Research Funding)	Elizabeth Robertson (Director of Research)	15/02/2022
3.0	n/a	March 2023	Kamini Shah (Head of Research Funding)	Elizabeth Robertson (Director of Research)	March 2025