**Pancreatic Cancer UK**

**Scientific Advisory Board (SAB)**

**Terms of Reference and Membership**

1. **Role Overview**

The SAB has been established to advise the Board of Trustees and Chief Executive on the development of Pancreatic Cancer UK’s Research Strategy and grant giving policies and to review the strategy as appropriate.

The SAB will also ensure independent review of proposals for research funding and make recommendations to the Trustees for allocation of research funds. The SAB will oversee processes for timely monitoring and reporting of funded research activity.

1. **Detailed Activities**

The SAB will work with the Board of Trustees and Chief Executive to:

* Support the development of Pancreatic Cancer UK’s Research Strategy
* Review progress on Pancreatic Cancer UK’s Research Strategy and policies and recommend changes as appropriate
* Support the development ofclear, measurable outcomes and reporting processes to ensure effective use of funds
* Make recommendations to the Trustees on the charity's investment in agreed areas of research activity, including independent assessment of research applications
* Make recommendations on the establishment and maintenance of effective, independent peer review arrangements for all research applications
* Help source and approach external peer reviewers to undertake evaluations of individual research applications, in accordance with agreed policy
* Recommend and keep under review polices for the maintenance of confidentiality in the peer review of research applications, and for the proper declaration of conflicts of interest in line with policy
* Recommend ways of communicating to supporters the processes and outcomes of the charity’s research grant programme***,*** including ensuring that results are made available in ‘user friendly' ways
* Undertake other review tasks from time to time, at the request of the Board of Trustees.

1. **Working Arrangements**

The SAB will meet at least once a year, usually face to face, in line with the charity’s annual research grant giving round and will make formal recommendations on proposed grants to the Board of Trustees.

It is the charity’s policy to give all applicants feedback; the discussion of individual application and individual scoring will be confidential. The decision of the Board of Trustees about applications is, however, final. The Chief Executive and Head of Research will work closely with the Chair and members between formal meetings to ensure effective timetabling of Board activity including input to the assessment of progress and final reports from current grant holders, which will be handled by email correspondence.

The SAB will operate in line with the AMRC’s guidelines for peer review in order to maintain the highest levels of governance.

The SAB will work within the conflicts of interest policy of the charity.

The SAB will work within the expenses policy of the charity.

1. **Membership**

Terms of appointment for all members will normally be for three years and may be renewed for a second three year term. Staggering of rotation will be used to avoid loss of continuity and consistency. Additional Board members may be co-opted depending on relevant skills and expertise.

Membership will be drawn as much as possible from the international research community to avoid potential conflicts of interest and enhance the context and credibility of the grant-giving process which currently focuses on research undertaken in the UK. The conflicts of interest policy outlines this in more detail.

The Chair will ideally be independent of the pancreatic cancer research community but with an appropriate scientific background. The Chair will also be co-opted on to the Board of Trustees for meetings where the charity’s research is discussed.

At least a half of the members of the panel must be present for there to be a quorum.

Pancreatic Cancer UK staff are expected to play an active role in the SAB’s work (including secretariat support) but will not referee or vote on applications for grant support.

1. **Membership Skills**

The membership of the Board will include a spread of scientific competence sufficient to review the applications and should reflect the following skills and experience:

* Scientific research (to include pancreatic cancer as well as other areas of cancer research)
* Peer review
* Clinical practice
* Strategic planning (desirable)
* health/science communication (desirable)
* Experience as a member of a Research or Scientific Advisory Board
* Experience working in an international research capacity
* The ability to provide leadership and direction as well as guidance and support as required.

Members will not have all the above skills as individuals.

Please complete the following document and return to the Research Team at Pancreatic Cancer UK ([research@pancreaticcancer.org.uk](mailto:research@pancreaticcancer.org.uk))

(please initial box to agree)

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I have read and understood the Pancreatic Cancer UK Scientific Advisory Board Terms of Reference

I agree to treat all sensitive study data, documents, applicant information and discussions confidentially in line with Pancreatic Cancer UK’s Conflicts of Interest Policy

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_