

Terms of Reference for the Diabetes UK Grants Advisory Panel

1. Aims and objectives of the Grants Advisory Panel

The Grants Advisory Panel aims to ensure that the voice of people living with diabetes, parents and carers is central to the discussion about which research grants should be recommended for funding. The Grants Advisory Panel members will bring their own experience and work together to review and score grant applications to help make sure the research we fund is relevant and important to people with diabetes.

2. Purpose of the Grants Advisory Panel

- Read and assess grant applications and provide feedback and scores at Grants Advisory Panel meetings.
- Work together to assess grant applications based on an assessment criteria (such as importance to and impact on people living with diabetes, patient and public involvement, lay summary) and highlight potential feedback to grant applicants.
- Will have the opportunity to act as representatives of the Grants Advisory Panel at research committee and early-career small grant panel meetings and fellowship panel interviews, where they will present the views of the Grants Advisory Panel to inform funding recommendations.
- Will be given opportunities to take part in patient and public involvement activities as part of other research initiatives or projects.

3. Authority and relationship with the Research Committee.

The Grants Advisory Panel is an advisory role and does not have decision making authority. The Panel is encouraged to ask questions to the research committee about grant applications being discussed at the research committee meeting, including requesting clear justification for applications recommended for funding.

4. Membership

The membership of the Grants Advisory Panel must be composed to reflect various experiences and opinions. All membership is undertaken on a voluntary basis.

- The Grants Advisory Panel will consist of approximately 20 members.
- The Grants Advisory Panel will be mindful of the diversity of experience of living with diabetes and recruitment to the Panel will take this into account accordingly.
- Membership should reflect the full diversity of people living with diabetes, or parents/ carers of someone with diabetes.
- Membership should have representation from as wide a geographical area as possible.

- The term of office of Grants Advisory Panel members shall be three years. On the expiration of such a three-year term, a Grants Advisory Panel member is eligible for one further three-year term. This will be offered at the discretion of the Diabetes UK Research Team.
- Members are expected to attend meetings, wherever possible. If a member is absent from two consecutive meetings, the Diabetes UK Research Team will discuss their membership term of office to ensure that any mitigating circumstances are satisfactory.
- Members of the Charity's staff may not be members of the Grants Advisory Panel.

5. Composition of Grants Advisory Panel

Ideally the Panel would include:

- Broadly equal numbers of people with Type 1 and Type 2 diabetes
- Parents and carers of people living with diabetes
- Representation from young adults and those under the age of 30
- A balanced number of women and men
- Members from Black, Asian and minority ethnic backgrounds

Diabetes UK is actively and openly committed to promoting equality, diversity and inclusion. We aim to be a diverse and inclusive funder, both in terms of the people who deliver and are involved in our research.

6. Meetings

- There will normally be two Grants Advisory Panel meetings per year.
- Selected representatives will be required to attend the Research Committee meetings (maximum of twice per annum).
- Reasonable notice shall be given of all meetings.
- Preparation time will be required for reading grant applications before meetings.
- Papers will be circulated at least three weeks prior to the meeting.
- The Charity will pay reasonable travel, overnight and subsistence expenses, where appropriate, in line with the policy on expenses.

7. Recruitment

The appointments process shall be established by the Diabetes UK Research Team. The process shall be publicised by whatever means the Research Team considers appropriate.

8. Data Protection

All parties will comply with the Data Protection Act 2018 (and any guidance issued from time to time by the Information Commissioners Office) in relation to their processing of personal data. All parties will process any personal data collected in relation to The Grants Advisory Panel members only for the purposes of achieving the Panel's objectives. Diabetes UK will be the data controller of the personal data of members of the Grants Advisory Panel in relation to the administration of the Grants

Advisory Panel and undertakes to comply with its responsibilities in relation to any processing of such personal data.

9. Variation

Diabetes UK reserves the right to amend these Terms of Reference at any time at its discretion, or make any necessary alterations to the way the Grants Advisory Panel is running temporarily due to extraordinary circumstances.

Version	Changes	Effective date	Author	Approver	Next review date
1.0	n/a	01/01/2014	Anna Morris (Head of Research Funding)	Alasdair Rankin (Director of Research)	01/01/2017
2.0	n/a	15/02/2021	Kamini Shah (Head of Research Funding)	Elizabeth Robertson (Director of Research)	15/02/2024
3.0	n/a	01/09/24	Kamini Shah (Head of Research Funding)	Elizabeth Robertson (Director of Research)	31/08/2027