

Applicant guidance for Membership of STFC Advisory Bodies and Peer Review Panels

Deadline for applications submission 30/06/2020 (GMT 23.45)

STFC Advisory Bodies and Peer Review Panels Membership – Applicant guidance

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Introduction

Every year, a number of vacancies become available on STFC's advisory bodies and peer review panels. These bodies perform a vital function for STFC, providing advice and guidance that aids our strategic direction and supports our decision-making processes.

Appointments to the STFC Advisory Bodies and Peer Review Panels are made on merit and informed by the advice needs of STFC. We welcome applications from a wide range of communities and career stages: academia, industry, the third sector, charities, government and non-government organisations and various institutes relevant to STFC's grant programmes and from the communities supported by STFC facilities. Submissions from scientists who are STFC employees are also welcome. Irrespective of career stage, members of STFC advisory panels and peer review bodies are expected to have in-depth knowledge of their disciplinary remits, and a good understanding of the wider UK and international context in their field.

Drawn from across STFC's stakeholder groups, panel members are expected to act as 'generous generalists' and to bring a broad strategic view when called upon to advise the office. Members are **not** required to act as representatives of their own organisation, research area or sector, and are expected to adhere to the [Seven Principles of Public Life](#) in their activities for the Advisory Bodies.

STFC Peer Review and Allocation Time Panels

- assess and make recommendations to the STFC executive on all research grant applications;
- make recommendations to the Science Board where appropriate;
- provide clear concise feedback to applicants;
- advise the Science Board and the STFC executive as required on all issues relating to research grants, including monitoring the level of funding allocated to grants per round;
- consider the allocation of facility using time and associated travel and subsistence costs in support of those allocations for a range of various facilities for the UK community.

The purpose of the Advisory Bodies

Members of our advisory bodies and panels have the opportunity to influence STFC's strategy, policies and funding decisions, as well as guiding STFC to most effectively develop the societal impact of our investments and best support our research and innovation communities. Members are also able to expand their professional networks and explore a wide range of challenges related to investment in UK science and engineering.

STFC Boards

STFC Boards can provide:

- strategic advice on the range of activities to deliver on the goals set out in the Strategic Delivery Plan;
- advice to STFC on growing and enhancing the industrial research use of the facilities;
- strategic advice on STFC's funding and support for underpinning technologies;
- strategic scientific overview and assessment of, and science advice on all the programmes STFC supports;
- challenge and advice in developing STFC as an inclusive workplace with practices, policies and processes that promote equality, diversity and inclusion across all our functions.

STFC Advisory Panels and Committees

STFC Advisory Panels and Committees can provide:

- advice to Council and the STFC executive on strategy, policies and programme balance of STFC's science and technology;
- new ideas for programme development;
- advice to the STFC executive on the strategy for and management of resources in support of programmes either funded or delivered by STFC;
- advice to Science Board and the executive on strategy, policies and programme balance for various aspects;
- a link between Science Board and the community, and represent the needs of the community to STFC;
- development and maintenance of a science vision and long-term strategy /roadmap by assessing the merit of current and future science opportunities;
- development and maintenance technology roadmaps for their area of research;
- consultation and interaction with the community to ensure its views are canvassed and there is an appropriate and effective route for communication with STFC on strategic programmatic issues;
- advice on new technology research projects;
- advice on the scientific, technical, schedule and financial risks and make recommendations for the management of risk.

The list of STFC Advisory Bodies and Peer review Panels can be found [here](#).

Promoting Diversity

We believe that equality, diversity and inclusion are fundamental to successful science and innovation. We are committed to ensuring that membership of our Committees, Panels and Boards is representative of our communities.

In addition to our broader [UKRI position on EDI](#), STFC continues to develop a range of measures and objectives around EDI. The diversity of our panels is one of our key foci. We would like to encourage everyone to consider this opportunity. We would also urge colleagues to share these details with everyone in their networks and teams – including any specific diversity networks that exist within their institution.

We have specific diversity targets in relation to the representation of women on our panels, where we expect a minimum of 30% representation.

We are starting to collect other diversity related information, to understand whether our panels are more broadly representative and to inform any future action we might take in this area. This information will also help us to assess how effective our policies and procedures are in removing barriers and promoting participation across all groups.

Whilst it is voluntary to complete the equalities monitoring form, we encourage all applicants to do this, to help us fulfil our equality, diversity and inclusion objectives. All data will be treated in confidence and in line with [the UKRI's data protection procedures](#).

Assessment

Assessment of suitability for panel membership will be made by individual selection panel(s) who will assess the evidence provided in applications against their selection criteria and relevancy to their programme area by considering an applicant's qualifications, skills, experiences, and behaviours.

The selection panel(s) may consist of: STFC Office staff managing panels, the Chairpersons of those Panel(s), a Division Head and a member of the Executive Leadership Team. All decisions regarding appointments are made by the above selection panel(s) by scoring the evidence provided against their selection criteria.

STFC is committed to the principles of fair and transparent decision-making. The specific requirements for each vacancy are clearly listed.

The relevant staff managing STFC advisory bodies and peer review panels set the appropriate selection criteria. The required expertise is reflected in the selection criteria of the peer review panels and may depend on the upcoming call's topic/theme and current balance of membership. Consequently, the required expertise may differ each year. As with peer review panels, the selection criteria of the advisory bodies depend on the STFC strategy, objectives and research programme areas.

Essential criteria may include:

- An understanding of the UK and international context / landscape of STFC and STFC Facilities
- A commitment to UK Research and Innovation's mission and priorities.
- A clear understanding of the contribution of the research sector to science and technology and the role of multidisciplinary research within this.
- Domain expertise and evidence of a first-class record in conducting and leading internationally respected research or evidence of applying PPAN research (particle physics, nuclear physics, particle astrophysics, and astronomy, and the computing and accelerator programmes that complement those disciplines) within the public, private or third sectors.
- Evidence of providing advice at a strategic level e.g. policy documents, strategic or peer review capacity; managing R&D and/or research and resource investments; expert groups; liaison roles; panels etc.
- A willingness to act as an advocate for STFC and UKRI in its activities and to assist STFC with two-way communication.

Desirable criteria

Desirable criteria may include specific requirements to the person specifications related to funding calls and strategic priorities etc. Applicants with expertise in the following areas are especially welcome:

- Experience in developing PPAN science capability e.g. within a research organisation or public or private body.
- Experience of championing PPAN science research outcomes and impact within public and / or private bodies.
- Expertise in the application of PPAN science research in industry.
- An understanding of the processes and pressures of delivering world class research and development activities and a good working knowledge of the value of PPAN science research to the UK's Industrial Strategy and innovation agenda.

- Experience of working across international boundaries, particularly with regards to research collaborations.

It is very important to read the role profiles and expertise requirements for the positions and provide evidence of how your expertise and experience address these criteria.

Examples of type of evidence could be:

- Research outputs and contributions to your area of research, for example patents and software development or publications;
- Industrial, business and innovation experience;
- Participation on assessment committees, boards or panels;
- Presence in the community e.g. invited presentations, keynote talks at major conferences;
- Experience in broad multidisciplinary or interdisciplinary working across in STEM fields and more widely;
- Work with potential discoveries, technological, societal or economic impact of research;
- Experience of the development of: infrastructure, technologies, software, data management, standards etc.;
- Work with stakeholder groups relevant to the aims of UKRI and STFC;
- Project management, particularly of large or complex projects.

We also take into consideration the balance on our panels and other factors for example:

- Expertise - breadth / type of expertise
- Institutions – it is advisable to discuss your application within your institution / research group / community before applying to ensure that there is no institutional overrepresentation
- Diversity – gender

Operation

This is an annual call and as a result, membership may commence at different times. For all committees, members will be appointed for three years unless otherwise stated. Some panels may initially appoint their panel members for one year with the possibility to extend the membership up to three years. Please note, self-applications must be made by the individual applying. Please pass on the weblink <https://stfc.ukri.org/membershipcall>.

Please view our [HANDBOOK FOR MEMBERS OF STFC'S ADVISORY BODIES](#) which will help applicants to understand our expectations of a panel member. The handbook also includes useful information on other topics such as equality and diversity, conflicts of interest, confidentiality and our policy on travel, subsistence and meeting fees.

How to Apply

Applications should be made via this [portal](#) and submitted by GMT 23:45 on 30 June 2020.

Information required:

1. Applicant details: Basic information including title, name, current position, organisation and contact details.

2. Select the panels you wish to apply to (maximum three). Please record your choice of preference.
3. Some panels require answers to additional questions, you will be prompted during your choice.
4. Your answers on questions 9, 10 and 11 will help us understand your expertise, this will be also used in developing a Reserve Pool of Applicants where we can match your expertise and panel(s) requirements (please see below a relevant section).
5. Your personal statement. Please include evidence of how your previously indicated expertise, subject knowledge, skills, interests, behaviours / personal attributes and experiences are related to the vacancy applied for. What can you offer to this role? (maximum 500 words).

N.B. This information will be assessed against the selection criteria.

6. Where applicable, additional information about involvement in groups and industrial experience/research commercialisation would give more weight to your application (500 words maximum):

- INVOLVEMENT IN GROUPS - it is not essential to have previous experience of serving on STFC or non-STFC committee(s)/ panel(s)/ board(s). However, if you have, please provide details of your involvement in any relevant advisory, strategic, policy, assessment or similar panels, boards or committees.

- INDUSTRIAL EXPERIENCE / RESEARCH COMMERCIALISATION - relevant details (if any) of your interactions with industry, for example industrial employment, industry-academia collaborations, consultancy, development of spin-out companies or product development.

Please note, we will not be holding interviews with the exception of Innovation Board and Industry and Business Partnership Board. The Office will notify all candidates on the selection outcomes once the internal selection panel(s) have made their selection.

6. Please state if there are any conflict(s) of interests in question 13.
7. Question 14 relates to [research integrity](#).
8. Question 15 relates to our advertisement campaign and where you heard about the membership call.
9. Question 16 relates to your consent to be on the Reserve Pool of Applicants (please see below for the relevant information).
10. Question 17 relates to Early Careers
11. Questions 18-23 ask to share your ED&I information for monitoring purposes.

Applying for Innovation Board / Industry and Business Partnership Board.

These Boards have supplementary requirements to their recruitment process. In addition to the online application, candidates are required to submit their Curriculum Vitae (16MB, no more than 3 A4 pages). If your selection is one of these panels or both, you will be asked to indicate this during the online application.

If you are shortlisted, you will be invited for the informal interview. The interview panel consists of:

- The STFC Executive Director for Business and Innovation

- The Chairperson of the relevant Board
- A relevant member of STFC Business and Innovation Directorate staff

Applying for Project Peer Review Panel (PPRP).

PPRP have supplementary requirements to their recruitment process. If you have opted 'Other' and/or 'Theory' in questions about your expertise, PPRP would like you to specify in your statement how you meet the criteria laid out in the advert otherwise your application may be rejected.

Reserve Pool of Applicants

We are currently changing the way that we internally manage the appointments of panel members. From 2020, we are introducing an IT system to process and assess the applications. This is to ensure that our internal process is robust, fair, consistent and transparent.

In addition, from this year we are introducing a reserve pool. If your application is found to be high quality but we are unable to appoint you for whatever reason (institutional / project conflict, diversity or expertise balance), we would like to keep your details for further 3 years. In this case you **will not** need to apply annually for the panel membership unless your expertise/evidence/details have changed. You will be advised in the outcome letter if your details will be held in our reserve pool of applicants. Please note that we may offer you an appointment to the Panel(s) which may **not** be your preferred choice but where we feel your expertise is most suitable that that time. Once you have been in the reserve pool for three years, you will be prompted to re-apply to STFC panel membership in the next call.

Additional information

Contact

For further information on the vacancies or the work of the STFC Advisory Bodies and Peer review Panels, please email [Natalia Sengkudduvan](mailto:Natalia.Sengkudduvan) or psg@stfc.ukri.org.

We would be grateful to hear your feedback and ideas. Please send your comments on the membership call application process to the email address natalia.sengkudduvan@stfc.ukri.org.

Frequently Asked Questions

How long will panel members serve?

Initially, panel members maybe appointed for one year, which can be extended up to three years. The duration of the panel membership can be various but usually it lasts for three years. However, the membership for Industry and Business Partnership Board is 2 years.

What are the benefits of being a panel member?

- An opportunity to broaden professional networks and experience
- Input into the development of STFC's strategic priorities
- A role in developing and delivering national and international science programmes
- Influencing research culture in the UK and abroad.

Please see the short clips what panel members say about STFC Panel Membership [here](#).

Testimonies of STFC Panel Members can be found [here](#).

How do panel members get paid?

Panel members are eligible for a daily meeting fee. STFC also reimburses the expenses associated with the public tasks. Please note that STFC staff or contracts funded for more than 50% by STFC are not eligible. The full details can be found [here](#).

How many meetings do panel members have to attend?

The minimum requirement is 2 meetings a year. However, the total number of meeting depends on panel's remit.

Why does STFC collect information about disability?

We collect this information to be able to support you. If you require support/adjustments to enable you to perform this role, please contact [Natalia Sengkudduvan on Natalia.Sengkudduvan@stfc.ukri.org](mailto:Natalia.Sengkudduvan@stfc.ukri.org) or relevant to the panel(s) STFC staff. We do not need to know what the disability is, but the impact it has, and any adjustment(s) required.

The Equality Act 2010 considers a person disabled if they have a physical or mental impairment or disability that has lasted, or is likely to last, at least 12 months which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities – examples include: a specific learning difficulty e.g. dyslexia, being blind/partially sighted, being deaf/having a hearing impairment, being a wheelchair user/having mobility difficulties, having mental health difficulties, having an autistic spectrum disorder, having an unseen disability, e.g. diabetes, epilepsy, asthma, having multiple disabilities.

How else can panel members be supported?

Panel members who have careering responsibilities / commitments can claim reasonable costs. Panel members are required to arrange their carer cover which costs STFC will reimburse. Full details can be found in [the HANDBOOK FOR MEMBERS OF STFC'S ADVISORY BODIES, in the 'Additional Care Costs' section](#).

How is ED&I data processed?

All panels' diversity profiles are held centrally by delegated staff who have access to the equality data. All ED&I data of individuals is collected for monitoring purposes, is anonymous and is removed from the selection process. This data is not accessible by the STFC office staff managing / selecting panels.

At the final appointment stages, where applicants are qualified on merit, the selection panel may seek to achieve a balanced membership in terms of, diversity, expertise and experience with the aim to reach 30% gender target. However, the selection panel(s) will not see the gender identity sensitive information.

What are the current STFC diversity panel membership profiles?

Women are currently underrepresented on our panels. We are committed to continuing our work towards increasing these numbers and also other diversity characteristics on our panels.

What is STFC’s recruitment oversight membership process?

The monitoring of panel membership recruitment processes and ED&I profiles rests with the membership oversight committee, currently consisting of a team of senior management representatives from STFC’s directorates and national laboratories. The membership oversight committee reports the recruitment results to the Executive Board on an annual basis.

Who should I contact if my details change?

If you would like us to update your data for any reason please email Natalia.Sengkudduvan@stfc.ukri.org or psg@stfc.ukri.org.

Who should I contact with suggestions/comments?

Please email [Natalia Sengkudduvan](mailto:Natalia.Sengkudduvan@stfc.ukri.org) who will be happy to assist you.

I would like to know the outcome of the selection process, but I have not been contacted for a few months. What should I do?

Please email [Natalia Sengkudduvan](mailto:Natalia.Sengkudduvan@stfc.ukri.org) who will be happy to assist you.

Why are nominations no longer a part of the recruitment process?

Having reviewed the nominations process, it was decided that it should be changed to improve the transparency.

1. There were several occasions where nominees were not aware of being nominated.
2. The quality of statements concerning why nominees should be considered for panel membership appointment was weaker. This made potentially strong candidates disadvantaged.
3. Third parties cannot provide personal/diversity information about candidates.
4. Multiple nominations of a single candidate.
5. Transparency issues of the nomination’s process. The internal selection process has been reviewed and changed to ensure the fairness of the transparent process and ED&I objectives.

We encourage research communities to share these opportunities with their networks and colleagues, to apply directly. Please pass on the weblink <https://stfc.ukri.org/membershipcall>.

Online application form troubleshooting

Your progress with the form can be saved for completion later if you use the same device. You must press the 'Next' button at the bottom of the page to ensure that your response to a particular question is saved. You will need to use 'Prev' and 'Next' buttons in the application form rather than those on your web browser.

This online form is secured; it should display 'a lock' next to the weblink. Once the form is submitted, amendments or additions cannot be made.

Information will not be saved if the history/cookies of your web browser are deleted before submission.

Any text beyond the word count limit in questions 11, 12 and 13 will be automatically truncated and not seen by the office. You may choose to draft your personal statement in a separate document such as word.doc or equivalent, copy and paste it to your online form.

Only one application form is allowed per submission. Once it is submitted you will be redirected to our webpage: <https://stfc.ukri.org/membershipcall>

On May 23, starting at 9am PT (4pm UTC) you won't be able to access the online application form for approximately 8 hours due to scheduled site maintenance.

[Application form is available here](#)

Please use the QR code if required:



The closing date for applications is **Tuesday 30 June 2020**.

If you need any further assistance with the form, have submission issues, plan to change your device or use a different IP address or need to use multiple devices to complete the form, please email [Natalia Sengkudduvan](mailto:Natalia.Sengkudduvan) or psg@stfc.ukri.org and state the nature of your issue.