INSTRUCTIONS:

1. Please take a look at the Core Panel member list and add any members that would be suitable to each panel in the 'Suggested Panel member' table (Green Table). To assist you we have created a 'Core Panel' tab indicating which Core members you can use as panel members and which panel we believe they are suited to. By Wednesday the FLF team will also be providing a 'Frequently Used' list of panel members that have been used multiple times before. The 'frequently used' list will also give panel allocation suggestions.

2. Assign IM1 allocations for the suggested panel members in the applications table. Please note you can only select IMs once you have added the members to the green 'suggested panel members' table.

3. Once all Core panel members are assigned, please suggest further panel members to fill any broad expertise gaps. Please use the 'Frequently Used' list and FLF Panel College, and we strongly suggest prioritising the suggestion of business panel members first. Please also consider ED & I when selecting panel members. The panel members suggestion table currently has the capacity for up to 40 suggestions, if you need to exceed this please let the panel team know and we can expand the sheet so your suggestions pull through correctly onto the IM dropdown list.

4. When suggesting panel members and assigning IM1 allocations please remember that our panels are broad and act as moderating panels. We are not looking for exact expertise, we expect our panel members to have a broad understanding of the research/innovation proposed. The expertise is provided by the external peer review comments.

We ask that you use the Core members, 'frequently used' list and FLF Panel College initially, however if you do need to suggest someone new to the FLF process then please ensure they have significant standing within their respected community and have experience of working with the research councils as a panel member. Please also include a note and flag this to the FLF team so that they can be briefed appropriately.

5. Continue to assign IM1 allocations until you have suggested panel members for all applications your Council is leading on. You can also add reserve panel members in the green table, in the reserve column there is a drop down box where you will be able to select the panel member they are in reserve for. If the original member declines we will go straight out to the reserve member you suggested.

6. After you have given your initial suggestions we will use the 'Action Summary' tab to highlight any panels that need your attention and any particular tasks that are outstanding. You can provide the FLF team updates on the actions via the 'Action Summary' tab and any questions can be directed to the FLF team via the ▇▇▇▇▇▇▇▇▇▇ inbox

On the Rovers and Chairs Tab we have detailed who we are reserving for those roles, please do not suggest them as panel members with consultation with the FLF panel team.

In the Groupings table shown in yellow please feel free to add your own groupings used for proposals within your councils, you can then select from a drop down on the applications table which group the applications fit into. From the panel members table you can select which group they best fit to help with assessing need in different areas and assigning IM1s.

Assign IM1 only if you are the lead council on the application. Where applications are truly span multiple Councils those involved should consult before agreeing an IM1. Please also assign a reserve for IM1 in case unforeseen conflicts arise. Please aim to assign 3-4 IM1s per panel member, additional reserve panel members can be provided after the Initial Suggestion phase.

The FLF office will assign IM2 and 3, however if a proposal is particularly interdisciplinary and you would like a specific member as IM2 please indicate this in notes.

Please do not assign more than 4 applications as IM1, and 12 applications per panel member. We expect the allocation of 12 applications will be split equally (e.g. 4 applications as IM1, 4 applications as IM2, 4 applications as IM3)

Conflict of Interest: Please refer to the 'Conflicted Organisations' column for organisational conflicts. In this column, you will find a list of all Project Partner organisations and staff organisations listed on the proposal. These will not be ready initially, but the FLF team will contact you when they have been updated. Please avoid allocating any applications to panel members that are from the same organisation.

If you are thinking about using a panel member that another Council has already suggested/may use then please reach out and have a conversation with that Council member

Please highlight any areas where you feel we are **missing expertise.**

Do use the notes column for **additional IM suggestions** e.g. if there is a particular area of expertise that is needed to cover the proposal which should be covered by IM2 and IM3.

Do include notes for **additional comments,** even if you may not be the lead council.

All of the tabs shown in yellow are for the Council Leads attention, all of the tabs shown in red are for the FLF team only.