

Pre-Panel Process Guidance

Funding Officer and Operations Officer responsibilities

Funding Officer	Operations Officer
Selecting panellists and adding to Siebel	Creating meeting on Siebel
Inviting panellists and managing responses	Creating and maintaining Extranet page
Communicating with panellists prior to and after meeting	Adding panellists and files to Extranet page
Creating the meeting record and agenda	Organising panel logistics
Collecting pre-scores	Meeting panellists and chaperoning to meeting room
Attending panel meeting and updating meeting record	Processing expenses forms

Panel selection criteria

- Gender balance
 - Male/female split within a panel should be roughly 50:50.
- Regional spread
 - Ensure there is a spread across regions (i.e. the locations of the institutions where the panellists are based).
- Experience
 - Where feasible you should choose as many panellists with less panellist experience as possible. Ideally you would have only 2-3 panellists with previous AHRC panel experience.
 - Other factors may influence this, e.g. if the call is particularly specific or interdisciplinary, or you are co-managing the call with another funder/council.
- Research Organisation
 - You should avoid inviting more than one panellist from an organisation for the same panel meeting.
- Frequency of panel attendance
 - Members should be given at least 3 months' break between panel meetings.
 - Panellists should not be chosen to sit on two consecutive panels for the same scheme.
- Membership date
 - Ensure that you don't invite a panellist for a meeting taking place after their tenure ends.
- Conflicts of interest
 - Institutional conflicts between panel members and researchers on applications should be kept to a minimum.
 - Where there is an institutional conflict the panellist with a conflict will need to leave the room during discussions about the relevant application.
 - A panellist cannot be on a panel if they have completed a review for one of the applications.

Selecting panel members

- Panels should be built using the OBIEE Panel Building Tool. This removes panellists who have hard conflicts with the applications assigned to that meeting.
- For moderating panels, panellists from any discipline can be chosen. There should be a wide representation of our subject community.
- For assessment panels, panellists should be chosen based on pre-defined scheme criteria or requirements.
- Chairs should be selected from the Strategic Reviewers group. The individual should have participated in the relevant type of panel previously.

Adding panellists to Siebel

- **All panels and invited panel members need to be added to Siebel.** This is to ensure that panellists are invited to multiple panels around the same time, and to check for conflicts.
- Do not select 'reserves' for panels, i.e. do not pick more panellists than you need. To find new panellists when current panellists decline, run the OBIEE panel selection report again.
- Use Siebel to carry out further conflict checks. Use [PROP G2.2E](#), step 9.
- Add justification for the panellist selection in the 'Comments' field under the 'Participants' tab.
- If the panel is approved, the status of panel members will be changed to 'Approved'.
- Change the status of panel members as applicable, e.g. 'No Longer Required' (if the panel is not acceptable), 'Declined' (if the panellist declines).
- Introducer Roles should be assigned on Siebel before the EDD is run. Introducers must not be from any institution named on the proposal.

Inviting panellists and managing responses

- Funding Officers should invite the Chair using an F9 email from the meeting, tailoring the [chair invitation template email](#). Once the Chair has agreed, they should be asked to confirm their attendance formally using [this template](#).
- Funding Officers should invite panellists using F9 emails, tailoring the [panellist invitation template email](#).
- Funding Officers should chase panellists by email if they don't reply. Send a [thank you email](#) if they accept.
- **Siebel and the [Panel Meetings 2020 spreadsheet](#) should be updated with details of the panel throughout the process.**

Communicating with panellists who have agreed to attend

- Operations Officers should add panellists to the Extranet if they do not already have an account. This process automatically generates an invitation email.
- Funding Officers should send [this email](#) to panellists when papers are available on the Extranet. Funding Officers should also email panellists to inform them when late papers are available.
- Funding Officers should email panellists to chase pre-scores.
- Funding Officers should email the panel after the meeting to thank them for their attendance and to ask them to submit an [Expenses and Attendance Fee form](#) using [this template](#).

Preparing for the panel

- Funding Officers should put together the meeting record and agenda.
- Funding Officers should collect pre-scores from panellists and collate these into a spreadsheet. This should be uploaded to the Chair's Secure Folder on the Extranet prior to the meeting.

Creating and maintaining the Extranet meeting page

- Operations Officers should create the Extranet meeting page and add panellists as per the [Panel Meeting spreadsheet](#)/Siebel.
- Operations Officers should upload relevant panel guidance and the introducer form.
 - [Assessment panels](#)
 - [Moderation panels](#)
 - [Follow-on Funding panels](#)
 - [Research Networking moderation](#)
 - [Introducer Form](#)
- Funding Officers should upload the [Meeting Record](#) and agenda directly to the Extranet page, or ask the Operations Officers to do this on their behalf.
- Operations Officers should run EDD (Electronic Document Distribution) and upload the files to the Extranet when the Grants Operations Manager asks them to do so. Operations Officers should inform Funding Officers when this is done so that panellists can be informed.
- Operations Officers should add any late papers when they are received.

Organising venue and catering

- Operations Officers should book a room within Polaris House (or elsewhere, if necessary) when the panel date has been confirmed.
- Operations Officers should book catering for the meeting.
- Operations Officers should book accommodation for panellists when required.

The day of the panel

- The Chair and the Grants Operations Manager will discuss the Chair's brief and the meeting record prior to the meeting.
- Operations Officers should meet panellists and direct them to the meeting room.
- Any pre-scores not received in advance can be added to the meeting record.
- Funding Officers should update the meeting record during the meeting. This should be printed off and signed by the Chair after the meeting.

Key points to remember

- All invited panel members should be added to the meeting on Siebel and their status updated accordingly.
- The [Panel Meeting spreadsheet](#) should be updated throughout the process.
- This will ensure that the same panellists are not invited to multiple panels close together.