**Marie Curie Research Grants: Terms of Reference for College of Peer Reviewers**

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| **Purpose** | The **Marie Curie** **College of Peer Reviewers** consists of experts from all areas of Palliative and End of Life Care research.  The primary remit of the College of Peer Reviewers is:   * to conduct peer reviews of Marie Curie’s research grant funding applications against set criteria and in accordance with best practice guidance from the Association of Medical Research Charities (AMRC). Peer reviewers will ensure that applications have a direct benefit on palliative and end of life care (including on patients, their carers and/or their families). * to participate in grant review panels and provide recommendations for funding to Marie Curie based on how well projects meet such criteria and effective use of funding.   Marie Curie may seek additional experts where the majority of College members have conflicts of interest or specialist expertise is needed that is not available within the College. |
| **Recruitment** | Marie Curie will have an open call for members of the College of Peer Reviewers on its website on a rolling basis. It will also advertise in its newsletters and through other channels.  Marie Curie will assess expressions of interest and invite selected applicants to become members.  Where gaps in specific research skill sets are identified, Marie Curie may specifically approach relevant individuals to undertake one off reviews/ become members of the College of Peer Reviewers. |
| **College Membership** | Members of the Marie Curie College of Peer Reviewers will be appointed for three years in the first instance, with the option to extend for a further three years. Any member who subsequently rejoins must have a gap of at least three years between leaving and rejoining the College. |
| **Role** | Members of the Marie Curie College of Peer Reviewers will, wherever possible, be requested to review applications based on their expertise in particular topics or methods and/or attend panel review meetings at least 4-6 weeks in advance by the Marie Curie Research Management Team.  Members of the College of Peer Reviewers will be expected to review individual grant applications, to attend meetings and/or interviews and to take an active role in discussions on each application. They will ensure the maintenance of an internationally competitive research portfolio, by:   * undertaking peer review of the highest international standards. * ensuring that all research is conducted to the highest ethical standards, complies with all relevant regulations and guidelines, and is conducted in an environment which supports the highest standards of research governance. * making recommendations to allocate resources on the basis of research excellence, potential for impact and relevance to the remit/themes of the funding calls, and within the agreed budget which will be set by the Marie Curie Research Management and Impact Team.   It is a requirement of the AMRC that the names of grant assessment panel members are shared. The names, roles and organisations of members of the College of Peer Reviewers may therefore be shared/published on the charity website. |
| **Conflicts of interest** | Members of the Marie Curie College of Peer Reviewers have a duty to bring an independent judgement when reviewing grant applications and on all issues considered at grant assessment panel meetings. On appointment, they must comply at all times with these Terms of Reference, and act in good faith and in the best interests of the charity.   * Members of the College of Peer Reviewers are required to complete a declaration of interest form annually. * Conflict of interests with applicants/applications are also checked in advance of peer reviews being undertaken in accordance with [Marie Curie’s Conflicts of Interest Policy for Expert Reviewers and Research Funding Committee Members](https://www.mariecurie.org.uk/document/conflicts-of-interest-research). * Members of the Marie Curie College of Peer Reviewers who have a conflict with an application/applicant are not requested to provide a review/sit on a panel that considers the application. |
| **Confidentiality** | All application details (including applicants), reviews, deliberations and decision-making by the College of Peer Reviewers should be treated as confidential to allow free and frank discussion. Members of the College of Peer Reviewers must agree to treat all correspondence and documents sent to them by Marie Curie in the strictest confidence.  Marie Curie will only provide anonymous comments from peer reviews/panel meetings to applicants. |
| **Reporting** | Final funding decisions will be reported and signed off according to the Marie Curie Delegations policy. |