

Research for Patient and Public Benefit (RfPPB) Wales Funding Board

Current RfPPB Funding Board Members*

Professor Jane Noyes (Chair), Bangor University
Professor Neil Thomas (Deputy Chair), University of Birmingham
Professor Tim Peters, Bristol University
Professor Richard Body, Manchester University
Professor Steve Conlan, Swansea University
Ms Dawn Craig, Newcastle University
Professor Colin Dayan, Cardiff University
Dr Jamie Duckers, University Hospital Llandough
Professor Deborah Fitzsimmons, Swansea University
Mr Chris Foy, Gloucestershire Royal Hospital
Dr Martyn Lewis, Keele University
Professor Ruth Northway, University of South Wales
Professor Julius Sim, Keele University
Professor Reyer Zwiggelaar, Aberystwyth University
Ms Rosemary Greenwood, Bristol University
Mr David Gillespie, Cardiff University
Dr Joanna Charles, Bangor University
Dr Carolyn Wallace, University of South Wales
Dr Aled Jones, Cardiff University
Dr John Ingram, Cardiff University
Professor Sue Jordan, Swansea University
Professor Annmarie Nelson, Cardiff University
Dr Sharon Williams, Swansea University
Dr Emma Thomas-Jones, Cardiff University
Dr Ceri Phelps, University of Wales Trinity St David's
Dr Lavinia Margarit, Swansea University
Mr Martyn Hooper, Public Representative
Ms Mari James, Public Representative
Ms Sarah Peddle, Public Representative

*Correct as at May 2019.

Funding Board Role

The role of the Funding Board is to assess the scientific quality of the applications it is asked to review. Issues considered by the Board when making its assessment include such matters as:

- Is there a knowledge gap addressed by the proposed study?
- Are the aims of study and the research question clearly stated?
- Are the proposed methodology and science of the application sound?
- Do the proposed methodology and methods of analysis answer the question adequately?

- Is there clear demonstration of the necessary skill mix and experience within the team for the project to be delivered successfully?
- Have the ethical, legal and social implications of the research been considered?
- Is there appropriate public involvement in the proposed research?
- Has the project been properly costed and do the costs represent good value for money?

(Please note: The above criteria are a guide for assessment and the discussion will not be limited to these areas.)

In making its assessment, the Board makes full use of an independent peer review process.

Based on its assessments, the Funding Board makes independent funding recommendations to Health and Care Research Wales.

Funding Board selection

Health and Care Research Wales maintains a number of external and independent funding boards to advise on scientific quality of applications submitted through its open and competitive grant schemes.

When created by the Health and Care Research Wales grants team, Funding Boards are recruited in keeping with the following steps and principles.

1. All funding boards will be recruited through an open, competitive process.
2. When a new funding board is created, or an existing Board refreshed, an advert for members will be posted on the Health and Care Research Wales website.
3. Potential members will be asked to submit an expression of interest.
4. Expressions of interest will be reviewed by officials from the Health and Care Research Wales senior management team and grants team within Welsh Government, in conjunction with the relevant funding board chair and deputy chair. Membership will be offered to those applicants felt to be most suitably qualified and able to commit the time required.
5. A key selection consideration will be to ensuring that funding boards are balanced in terms of the breadth of methodological and topic-based expertise.
6. In cases where there is a perceived gap in expertise that has not been filled by open recruitment, Health and Care Research Wales may look to identify and approach specific individuals able to fill the gap.
7. In addition public members (usually two) will be sought for each funding board. Public members will be recruited via open advert on the Health and Care Research Wales website and through the Involving People team.
8. A separate open and competitive process will be run to identify the chair and deputy chair. Applicants will be required to submit an expression of interest for this role and can expect to be interviewed by senior Health and Care Research Wales officials.

9. The chair will be non-voting but will be expected to manage processes around funding board discussion and assessment, ensuring that the board delivers clear recommendations to Health and Care Research Wales.
10. All funding board members will be provided with terms of reference, including information about individual responsibilities and rules relating to conflict of interest.
11. In the interests of transparency, the names of all funding board members will be published on the Health and Care Research Wales website.

Where grant scheme administration is contracted out to a third party, the contractor must operate an equivalent or similar selection process.

Conflict of Interest policy

Health and Care Research Wales operates a conflict of interest policy both in relation to funding board membership, and process and conduct during funding board meetings. Details of these are set out below.

1. Following provisional selection, all funding board members will be asked to complete a form and provide a CV capturing their institutional affiliations, areas of expertise and research interests. These will be held and collated by the Health and Care Research Wales grants team.
2. Subject to the absence of any conflicts that would prevent an individual being a funding board member (e.g. head of a major research school or department in Wales that would require the member to be a signatory on a significant number of applications to the scheme) membership will be agreed.
3. For each new funding call, information held by the Health and Care Research Wales grant team will be used to help identify potential conflicts of interest in relation to applications received.
4. Potential conflicts will be discussed with funding board members and drawn to the attention of the chair in advance of the meeting and in chairing notes.
5. The funding board chair will be responsible for managing the conflict of interest process at the meeting itself, and for taking appropriate action in response to known or declared conflicts. Current rules for conflict of interest declaration and process are set out below.

Conflict of interest: Declaration and process

The chair will seek declarations of conflict *before* the presentation and discussion of each application. Funding board members should promptly declare any actual, potential or perceived conflicts affecting them.

Clear conflicts of interest include:

- Being a lead or co-applicant on the application
- Being a named collaborator on an application
- Being a signatory of any sort on the application
- Having a family connection with the lead or co-applicant
- Having a close working relationship with the lead or co-applicant

Any other potential conflicts of interest should be raised for funding board consideration and discussion. Funding board members with a clear or agreed conflict of interest are unable to contribute to the discussion and assessment of an application.

Conflicted funding board members will be required to leave the meeting while the conflicting application is discussed. Conflicts of interest will be recorded in the formal minutes of the meeting.

Where grant scheme administration is contracted out to a third party, the contractor must operate an equivalent or similar conflict of interest policy.