Call for new members to the UKRI International Development Peer Review College

Call opens 25 November 2019

Call closes 5 January 2020 – NEW DEADLINE

1. The College

The UKRI International Development Peer Review College forms part of the Global Challenges Research Fund (GCRF) global engagement strategy for Official Development Assistance (ODA) research. The College is a pool of global academics, researchers, policy makers, NGO and charity ODA experts. College members contribute to the peer review of calls led by one or more of the UK Research Councils from UKRI, in particular those funded under the Global Challenges Research Fund.

2. Aims of the College

The main aims of the College are to:

- **ensure** developing country perspectives are a key part of the peer review of GCRF calls and other ODA relevant research council calls
- **build** on the GCRF aim of fair and equitable partnerships, ensuring developing country researchers and non-academics are able to contribute to the decision-making process
- **facilitate** closer engagement with peer reviewers from the Global South, and provide training and capacity building in (interdisciplinary) peer review

The College aims for its membership to be at least 95% from Development Assistance Committee (DAC) list countries. This means that, in order to maintain this focus, the College may not accept applications from those based in non-DAC countries.

3. The Call

UKRI is inviting applications for new members to the College from both academics and non-academics from organisations based in or working with DAC list countries, such as policymakers, non-governmental organisations and civil society organisations.

We welcome applications from suitable and eligible candidates at all career levels from Early Career Researchers (ECRs) to professors; an ECR is defined as someone who is either within eight years of the award of their PhD or equivalent professional experience or within six years of their first academic appointment. We also welcome applications from suitable and eligible ODA / international development professionals at all career levels.

UKRI **especially invites applications from women** to achieve our aim of a 50-50 female/male College membership.

UKRI is also especially keen to receive applications from applicants in **certain countries** where we currently have no members, please see section 4; and from **certain research areas** where the College has a shortage, please see section 5.

4. Countries

Least Developed Countries	Other Low-Income Countries	Dominica
Angola	Democratic Peoples Republic Korea	Dominican Republic
Benin	**LMICs**	Ecuador
Bhutan	Armenia	Equatorial Guinea
Burkina Faso	Bolivia	Fiji
Burundi	Cabo Verde	Gabon
Cambodia	Cameroon	Grenada
Central African Republic	Congo	Guyana
Chad	Cote D'Ivorie	Iran
Chomos	El Salvador	Jamaica
Democratic Republic Congo	Eswatini	Kazakhstan
Djibouti	Georgia	Libya
Eritrea	Guatemala	Maldives
Gambia	Honduras	Marshall Islands
Guinea	Kosovo	Mauritius
Guinea-Bissau	Kyrgyzstan	Montenegro
Haiti	Micronesia	Montserrat
Kiribati	Moldova	Namibia
Lao Peoples Democratic Republic	Mongolia	Naun
Lesotho	Nicaragua	Nive
Liberia	Papua New Guinea	North Macedonia
Mali	Tajikistan	Palau
Mauritania	Tokelau	Panama
Myanmar	Ukraine	Paraguay
Niger	Uzbekistan	St Helena
Rwanda	West Bank & Gaza Strip	St Lucia
Sao Tome& Principe	**UMICs**	St Vincent & the Grenadines
Senegal	Albania	Samoa
Solomon Islands	Algeria	Serbia
Somalia	Antigua & Barbuda	Suriname
South Sudan	Azerbaijan	Tonga
Timur-Leste	Belize	Turkmenistan
Tuvalu	Cook Islands	Venezuala
Vanuatu	Costa Rica	Wallis & Futuna

Yemen	Cuba	

5. Research areas

Archaeology	Law & legal studies
Area Studies	Library & information studies
Astronomy - observation	Linguistics
Astronomy - theory	Media
Atomic & molecular physics	Music
Chem. React. Dyn. & mechanisms	Nuclear physics
Classics	Particle astrophysics
Climate & climate change	Particle physics - experiment
Complexity science	Particle physics - theory
Cultural & museum studies	Philosophy
Dance	Planetary science
Demography	Plasma physics
Demography & human geography	Science and Technology Studies
Design	Social anthropology
Drama & theatre studies	Social policy
Environmental planning	Social work
Facility Development	Solar & terrestrial physics
Food science & nutrition	Supercond, magn. &quant.fluids
History	Theology, divinity & religion
Instrument. sensor & detectors	Visual arts
Languages & Literature	

6. How to apply

All applications must be submitted via SmartSurvey. Please refer to **Appendix B** where screenshots have been provided for the SmartSurvey. You should go through the screenshots before you click on the SmartSurvey link. The screenshots show the sections that you will need to complete and the information that you will be asked to provide.

Application SmartSurvey link: https://www.smartsurvey.co.uk/s/RRAG5/

Please note that you can save your progress in SmartSurvey and return to complete your application later.

You will need three attachments in support of your application that you will be asked to upload to SmartSurvey:

- Your CV (maximum two pages)
- Your photo (300dpi)
- A letter of support (maximum two pages), see section 7 below

Naming conventions for your attachments: You must name your each of your attachments as follows:

CV: CV – Your full name – Your organisation (for example: CV - Professor Jane Smith - University of London)

Photo: Photo – Your full name – Your organisation (for example: Photo - Professor Jane Smith - University of London)

Letter of support: Letter of support – Your full name – Your organisation (for example: Letter of Support - Professor Jane Smith - University of London)

If you have not followed these naming conventions, your application may be rejected during office checks.

Please note that when you submit your application, SmartSurvey does not send out acknowledgement emails. If you have reached the SmartSurvey page that says 'Thank you. You have completed this survey', then your application has been submitted to UKRI.

7. Letter of support

Your letter of support (maximum 2 pages) must be:

- on your organisation's letter headed paper
- uploaded as pdf or doc format
- signed by a senior member of your institution:

For academics: If you are a professor, your letter of support should be signed by a VC or Pro VC. If you are a senior lecturer, your letter of support should be signed by a department head or equivalent. If you are an Early Career Researcher, it should be signed by a professor in your department or equivalent.

For non-academics: your letter should be signed by your CEO or head of department.

For self-employed: your letter of support should be a referral letter from a senior person (for example from someone you have worked with or consulted for).

The letter of support should:

- explicitly address the essential and desirable criteria and set out how you fit these criteria
- provide relevant evidence of your expertise and experience, especially about your ODA and interdisciplinary experience and knowledge
- provide information about your suitability to assess research grant applications, especially about interdisciplinary and /or ODA applications

8. Eligibility criteria

Essential Criteria

- experience of assessing research grant applications for national or international funding organisations (fx for the National Science Foundation (NSF))
- experience of international ODA research collaboration
- experience of interdisciplinary research collaboration
- an active track record (as an academic researcher or an ODA / international development professional working with fx NGOs or charities)

Desirable Criteria

- experience of being part of international research grant assessment / review panels
- experience of collaborative working (nationally, internationally with or beyond the academic sector)
- involvement in research and/or ODA activities on a national or international level (fx national or international committees)
- experience of leading a research project and having responsibility for the overall management of the research or other activities

9. Assessment process:

After eligibility checks in the office, eligible applications will be peer reviewed by existing members of the College, followed by assessment by a UKRI panel. Applicants will have to successfully meet the eligibility criteria. There will be a single decision on each application.

Applicants will be selected on a balance of expertise, across developing countries, and to fill the identified gaps in gender, countries and research areas.

Successful applicants will be asked to sign up to the College Standards of Service, see Appendix A.

Only applicants who sign up to the College Standards of Service will become a College member.

We regret we cannot provide feedback to unsuccessful applicants.

10. Timeline:

25 November 2019	Call opens
5 January 2020 – NEW DEADLINE	Call closes
6-16 January 2020	Office eligibility checks
17-31 January 2020	External assessment by College members
Late February 2020	Assessment panel meeting
w/c 2 March 2020	Outcomes to applicants
w/c 9 March 2020	New members sign up to Standards of Service
1 April 2020	Membership starts

11. Enquiries

Any enquiries about this call or the SmartSurvey application process should be sent to: internationalpeerreview@ukri.org

Change log:

Name	Date	Version	Change
Anne-Mette Olesen	18/11/2019	1	N/A

Appendix A: College Standards of Service

UKRI International Development Peer Review College

UK RESEARCH AND INNOVATION INTERNATIONAL DEVELOPMENT PEER REVIEW COLLEGE — STANDARDS OF SERVICE

College members are expected to provide high quality, constructive, detailed and objective reviews within their areas of expertise. Reviews are requested and must be submitted through the Research Councils' Joint electronic Submission (Je-S) System.

By agreeing to become a member of the UK Research and Innovation (UKRI) International Development Peer Review College, you accept these Standards of Service and agree to adhere to them as set out below:

As a member of the UKRI International Development Peer Review College, we expect you to:

1. agree to membership for a period of up to three years, continuation beyond this period or earlier withdrawals of membership are at UKRI's discretion; you may resign your College Membership at any time
2. undertake and complete training offered by UKRI in relation to becoming a member of the College and provide informed and objective reviews submitted by the specified due date when requested and in accordance with the reviewer guidance in the Je-S Help text
3. review up to four proposals during a 12-month period; in exceptional circumstances, you may be asked to review more proposals
4. in Je-S: keep your contact details and primary email address in your account up to date at all times and add and maintain details of your research expertise by selecting research classifications and entering free text keywords, to enable UKRI to match you with research grant applications submitted via Je-S
5. notify UKRI when you are unable to accept a review request by declining via Je-S within five working days of the request, so that an alternative reviewer can be sought without delay
6. record in your Je-S account periods when you are unavailable to accept review requests; this will ensure that you won't be sent review requests while you are on leave, working as a panel member or busy with other commitments

In turn, we:

7. will make training available that explains your role within the UKRI peer review process

8. will publish your name and organisation on the UKRI website

9. will update you when necessary with developments which affect your role as a College member

10. will monitor the performance of College members

11. may invite you to serve on panels which make funding recommendations on research grant proposals submitted to UKRI for which you will get paid an honorarium; and will reimburse your travel and subsistence expenses if you take part in a panel meeting, in accordance with our Non-Employee Travel and Subsistence Policy

12. may on occasion, forward your contact and subject expertise details to bodies with which UKRI has: (a) a formal funding agreement or collaborative arrangement; or (b) a formal agreement that has been drawn up as part of its international strategy, so that they may contact you to request a review

Reviewer Protocols:
UKRI has adopted a code of practice which embraces the 'Seven Principles of Public Life' drawn up by the Nolan Committee and endorsed by the UK Parliament. These Principles refer to selflessness, integrity, objectivity, accountability, openness, honesty and leadership. The impact of this code is described in more detail below.

Confidentiality
UKRI operates an open peer review process, while at the same time preserving reviewer anonymity. Reviewers are required to treat proposals in confidence and keep any personally retained documentation (paper or electronic) secure. Reviewers should review all proposals in accordance with instructions given in the Je-S Helptext and should refer any questions relating to reviewing the application to UKRI. They must not contact applicants. Applicants may be given the opportunity to respond to any completed reviews. The Councils expect all parties to respect the roles of all involved in the peer review process. If you feel unable to comment on any occasion, please let UKRI know as soon as possible so that alternative reviewers can be sought. (Your suggestions for possible alternatives would be welcomed.)

Conflicts of interest
An important aspect of this code is the avoidance of any conflicts between personal interests and the interests of UKRI. In the context of peer review of research proposals and final reports, a conflict of interest might arise as a result of direct, or indirect, personal, academic, financial or working relationships. The acid test is whether a member of the public, knowing the facts of the situation, might reasonably think the judgement could be influenced by the potential conflict of interest. The selection of academic reviewers is subject to certain constraints. We will not approach anyone with a current application under consideration in direct competition with the proposal under review, or from the same institution as any of the applicants. If you think that your involvement in assessing a particular research proposal or final report might be perceived as a conflict of interest, you should

decline the invitation to act as a reviewer as soon as possible, or contact UKRI for further advice about this matter. On occasion, applicants ask that certain individuals are not asked to review their proposals or final reports. Given this and the constraints on reviewer selection outlined above please do not show the proposal to others or ask someone to review the proposal or final report in your place.

Equal opportunities
UKRI is committed to equal opportunities in all their activities. Reviewers should ensure that they avoid any bias in the assessment of proposals and final reports due to gender, disability, age, racial or ethnic origin, sexual orientation, or religious belief. Comments by the reviewers must not contravene this policy. Defamatory or otherwise actionable comments should also be avoided.

Protection of ideas
The integrity of peer review is dependent on the selflessness of reviewers. All papers relating to the consideration of proposals and final reports must be treated as strictly confidential and seen for the purpose of review only. After assessment any personally retained documentation relating to the review should be destroyed. Reviewers must not take advantage of any information obtained as a result of their role.

Research misconduct
Progress in research depends on honesty in the presentation of genuine results. UKRI takes research misconduct, including misrepresentation in research proposals or final reports, very seriously and we would expect you to draw to our attention any instances which are observed as a matter of urgency.

UKRI reserves the right to discontinue the membership of individuals who fail to observe these Standards of Service and Reviewer Protocols.

We also reserve the right to make reasonable changes to these Standards of Service and Reviewer Protocols. Any changes will be effected by a general notice to members of the UKRI International Development Peer Review College.

Appendix B: SmartSurvey application screenshots

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GCRF | **UKRI** UK Research and Innovation

Call for members to UKRI International Development Peer Review College

14%

Why do you wish to be a member of the College?

Please tell us why you wish to become a College member, which skills, knowledge and expertise you have that will be useful for the College (500 characters)

What do you hope to gain from being a College member? (500 characters)

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Call for members to UKRI International Development Peer Review College

21%

CV and Photo

Please upload your CV (no more than 2 pages) and include a photo of yourself

Please upload CV: (no more than 2 pages, pdf, doc, docx, txt, odt)

Choose File

Photo: (jpeg, jpg, 300dpi)

Choose File

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GCRF Global Challenges Research Fund | **UKRI** UK Research and Innovation

Call for members to UKRI International Development Peer Review College

29%

Letter of support from your organisation

It should set out why the senior member supports your application:

Your letter of support must be:
- on your organisation's letter headed paper
- uploaded as pdf, doc, docx, txt or odt format
- max 2 pages
- signed by a senior member of your institution:

For academics: If you are a professor your letter of support should be signed by a VC or Pro VC. If you are a senior lecturer, your letter of support should be signed by a department head or equivalent. If you are an early career researcher, it should be signed by a professor in your department or equivalent.

For non-academics: your letter should be signed by your CEO or head of department.
- titled as: Letter of support - Full name - Organisation (for example: Letter of Support - Professor Jane Smith - University of London)

For self-employed: It should be a referral letter from a senior person (for example from someone you have worked with or consulted for)

The letter of support should:
- explicitly address the essential and desirable criteria and set out how you meet these criteria
- provide relevant evidence of your expertise and experience, especially about your ODA and interdisciplinary experience and knowledge
- provide information about your ability to assess grant applications, especially about interdisciplinary and /or ODA applications

Upload your letter of support here: (pdf doc, docx, txt, odt)

[Choose File]

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GCRF Global Challenges Research Fund | **UKRI** UK Research and Innovation

Call for members to UKRI International Development Peer Review College

36%

ODA experience

Official development assistance (ODA) is defined by the OECD Development Assistance Committee (DAC) as government aid that promotes and specifically targets the economic development and welfare of developing countries.

What is not ODA:
- Military aid and promotion of donors' security interests
- Transactions that have a primarily commercial objective

It is essential that College members have ODA experience. Please specify if you have experience in this area:

○ Yes (please provide evidence below, 500 characters)
○ No

Comments:

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GCRF **UKRI** UK Research and Innovation
Global Challenges Research Fund

Call for members to UKRI International Development Peer Review College

43%

Interdisciplinary expertise and knowledge

College members are asked to submit peer reviews on interdisciplinary research grant applications or to assess interdisciplinary research grant applications as a panel member.

Please specify if you have interdisciplinary experience:

○ Yes (please provide evidence below, 500 characters)

○ No

Comments:

[text box]

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GCRF **UKRI** UK Research and Innovation
Global Challenges Research Fund

Call for members to UKRI International Development Peer Review College

50%

Your primary area of expertise and knowledge
Please tick your primary area of expertise/knowledge (one tick only)

Choose from list below

○ Agri-environmental science
○ Animal science
○ Archaeology
○ Area Studies
○ Astronomy - observation
○ Astronomy - theory
○ Atmospheric physics and chemistry
○ Atomic and molecular physics
○ Bioengineering
○ Biomolecules and biochemistry
○ Catalysis and surfaces
○ Cell biology
○ Chemical reaction dynamics and mechanisms
○ Chemical measurement
○ Chemical synthesis
○ Civil engineering and built environment
○ Classics
○ Climate and climate change
○ Complexity science
○ Cultural and museum studies
○ Dance
○ Demography
○ Design
○ Development studies
○ Drama and theatre studies
○ Ecology, biodiversity and systematics
○ Economics
○ Education
○ Electrical engineering
○ Energy
○ Environmental engineering
○ Environmental planning
○ Facility development

○ Law and legal studies
○ Library and information studies
○ Linguistics
○ Management and business studies
○ Manufacturing
○ Marine environments
○ Materials processing
○ Materials sciences
○ Mathematical sciences
○ Mechanical engineering
○ Media
○ Medical and health interface
○ Microbial sciences
○ Music
○ Nuclear physics
○ Omic sciences and technologies
○ Optics, photonics and lasers
○ Particle astrophysics
○ Particle physics - experiment
○ Particle physics - theory
○ Philosophy
○ Planetary science
○ Plant and crop science
○ Plasma physics
○ Political science and international studies
○ Pollution, waste and resources
○ Process engineering
○ Psychology
○ Science and technology studies
○ Social anthropology
○ Social policy
○ Social work
○ Sociology

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Call for members to UKRI International Development Peer Review College

57%

Do you have other areas of expertise and knowledge?
Please tick all that apply.

Choose from list below:

☐ Agri-environmental science
☐ Animal science
☐ Archaeology
☐ Area studies
☐ Astronomy - observation
☐ Astronomy - theory
☐ Atmospheric physics and chemistry
☐ Atomic and molecular physics
☐ Bioengineering
☐ Biomolecules and biochemistry
☐ Catalysis and surfaces
☐ Cell biology
☐ Chemical reaction dynamics and mechanisms
☐ Chemical measurement
☐ Chemical synthesis
☐ Civil engineering and built environment
☐ Classics
☐ Climate and climate change
☐ Complexity science
☐ Cultural and museum studies
☐ Dance
☐ Demography
☐ Design
☐ Development studies
☐ Drama and theatre studies
☐ Ecology, biodiversity and systematics
☐ Economics
☐ Education
☐ Electrical engineering
☐ Energy
☐ Environmental engineering
☐ Environmental planning
☐ Facility development
☐ Food science and nutrition
☐ Genetics and development

☐ Law and legal studies
☐ Library and information studies
☐ Linguistics
☐ Management and business studies
☐ Manufacturing
☐ Marine environments
☐ Materials processing
☐ Materials sciences
☐ Mathematical sciences
☐ Mechanical engineering
☐ Media
☐ Medical and health interface
☐ Microbial sciences
☐ Music
☐ Nuclear physics
☐ Omic sciences and technologies
☐ Optics, photonics and lasers
☐ Particle astrophysics
☐ Particle physics - experiment
☐ Particle physics - theory
☐ Philosophy
☐ Planetary science
☐ Plant and crop science
☐ Plasma physics
☐ Political science and international studies
☐ Pollution, waste and resources
☐ Process engineering
☐ Psychology
☐ Science and technology studies
☐ Social anthropology
☐ Social policy
☐ Social work
☐ Sociology
☐ Solar and terrestrial physics
☐ Superconductivity, magnetism and quantum fluids

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64%

Your knowledge and expertise in detail.

Please provide a brief overview of your knowledge and expertise (500 characters):

[text box]

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79%

Your experience of research grant assessment processes

Please provide details of your experience in the research grant assessment process.

Grants peer review experience (not peer review for scientific journals)

○ Yes (please provide evidence below, 500 characters)

○ No

Comments:

[ ]

Research grant panel assessment experience

○ Yes (please provide evidence below, 500 characters)

○ No

Comments:

[ ]

Other relevant research grant assessment process expertise or knowledge

[ ]

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Call for members to UKRI International Development Peer Review College

79%

GDPR Statement

UK Research and Innovation (UKRI) complies with the General Data Protection Regulations 2016/679 (EU) GDPR). We process and handle personal information according to these regulations. The personal information that you provide on this form will only be used for the processing of your application or for the specific aims of this survey as stated. The information will be viewed by UKRI staff and those who are part of the decision making process. Your information will not be used/shared for any other purpose without your specific consent. UKRI reserves the right to publish and share anonymized aggregated information with stakeholders. For further information on how your personal data is used, how we maintain the security of your information, and your rights to access that information we hold about you, please contact UKRI Data Protection: dataprotection@ukri.org

The UK Research and Innovation privacy notice can be found here: https://www.ukri.org/privacy-notice/

I understand and acknowledge the GDPR statement and how my data will be handled and used.

○ Yes

○ No

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Call for members to UKRI International Development Peer Review College

86%

By adding your name to the box below you are confirming that the information you have provided is, to the best of your knowledge, true and complete.

I confirm that the information I have provided is, to the best of my knowledge, true and complete (please type in your name in the box below)
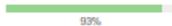
[ ]

Enter date survey completed.

DD/MM/YYYY

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Call for members to UKRI International Development Peer Review College

93%

Thank you for applying to become a member of the College.

After eligibility checks in the office, eligible applications will be peer reviewed by existing members of the College, followed by assessment by a UKRI panel. Applicants will have to successfully meet the eligibility criteria. There will be a single decision on each application. Applicants will be selected on a balance of expertise, across developing countries, and to fill the identified gaps in gender, countries and research areas.

Successful applicants will be asked to sign up to the College Standards of Service.

Only applicants who sign up to the College Standards of Service will become a College member.

We regret we cannot provide feedback to unsuccessful applicants.

Outcomes will be provided week commencing 2 March 2020.

[Save and Continue Later] [Previous Page] [Finish Survey]

End:

✓ Thank you for completing this survey

✓ SmartSurvey   Learn more about SmartSurvey →

Now create your own - it's free, quick & easy!

Create online surveys and forms with our user-friendly yet advanced survey software.

CREATE A SURVEY

Follow us

Join us now on social media for regular tips, tricks and advice on improving the design, collection and analysis of results from your surveys.