

## Cancer Research UK Funding Committees

### Terms of Reference

#### 1 Remit

- 1.1 To be responsible to the Scientific Executive Board (SEB) for the oversight, development, review, funding and management of a portfolio of research awards.
- 1.2 Each funding committee will operate in accordance with these generic Terms of Reference and its specific Supplementary Terms of Reference.
- 1.3 Where specified in the Supplementary Terms of Reference, a funding committee may also report as a sub-committee to the parent committee.
- 1.4 In order to fulfil their remits all the funding committees will work with:
  - The Scientific Executive Board, the Science Strategy Advisory Group (SSAG), other funding committees and other specialist boards and working groups to ensure co-ordination of activities, and appropriate input to the development of strategies and policy.
  - Cancer Research Technology to ensure co-ordination of activities, joint development of strategies and, where appropriate, joint or complementary funding.
  - In addition, individual committees may develop other working relationships as specified in the Supplementary Terms of Reference.

#### 2 Terms of Reference

- 2.1 To oversee all aspects of Cancer Research UK's funding within its remit.
- 2.2 To ensure the maintenance of an internationally competitive research portfolio, which is targeted to the fulfilment of Cancer Research UK's mission, by:
  - (i) Allocating resources on the basis of scientific excellence and relevance to Cancer Research UK's scientific strategy.
  - (ii) Applying peer review of the highest international standards and engaging the appropriate additional expertise in the assessment of applications and evaluation of funded research programmes.
  - (iii) Maintaining an awareness of the expertise and portfolios of the other funding committees, engaging the expertise of other committees in peer review and contributing to peer review by other committees where appropriate.

- (iv) 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.
  - (v) Allocating resources within the agreed budget which will be set by the SEB<sup>1</sup> as part of the annual scientific budget determination.
  - (vi) Establishing and periodically reviewing measures of success and applying these to the regular audit of the different funding models.
  - (vii) Reviewing Scientific Milestone Reports and other progress reports, as appropriate.
- 2.3 To provide input to the development of the scientific strategy for Cancer Research UK which includes:
- (i) Commissioning topic reviews, or overseeing topic reviews commissioned by the SEB.
  - (ii) Proactively identifying and bringing to the attention of the SEB new funding opportunities and new areas where Cancer Research UK funding could make a significant impact.
  - (iii) Keeping abreast of, and where relevant address, external factors such as government policies, which impact on Cancer Research UK's research portfolio.
  - (iv) Bringing to the attention of the SEB issues relevant to the funding of research in Universities and Medical Schools.
  - (v) Identifying and bringing to the attention of the SEB opportunities for partnerships and collaborations, including joint funding and developing special calls for proposals in priority areas where appropriate.

### **3 Membership**

- 3.1 Chair: To be appointed by the SEB and will become a member of the Science Strategy Advisory Group (SSAG) during his/her tenure as Chair.<sup>2</sup> The Chair will not be in receipt of Cancer Research UK funding for his/her research during tenure in this post. The Chair will serve in this role for a maximum of three years.<sup>3</sup> The Chair of a sub-committee must serve as a member of the parent committee.
- 3.2 Deputy Chair: The Chair and Deputy Chair will have substantially different research interests, reflecting the specialised remit of the relevant funding committee and will not be from the same institution. The Deputy Chair will not automatically succeed to the Chair.

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<sup>1</sup> Except for Tobacco Advisory Group and Prevention and Public Health Policy Advisory Group which is set by the Executive Board.

<sup>2</sup> Except for Tobacco Advisory Group and Prevention and Public Health Policy Advisory Group where the Chair is appointed by the Executive Board and are not members of the SSAG.

- 3.3 Members: The membership will be approved by the SEB. It will comprise of expert scientists at the appropriate level, providing a broad range of scientific expertise essential for that committee.
- 3.4 Members will be appointed for an initial term of three years, renewable once only for a further three years.
- 3.5 No more that 2/3 of members (and preferably no more than half) should be in receipt of response-mode Cancer Research UK funding; and less than half of the members of a funding committee should be in receipt of grants from that committee.
- 3.6 No more than 10% of the membership should be from the same institution, with no more than two in total on any committee.
- 3.7 10-20% of the membership should be from industry, overseas or other independents in order to add diversity of knowledge and experience.
- 3.8 Members may serve on no more than two Cancer Research UK funding committees simultaneously.
- 3.9 Executive officers of the charity may attend meetings in an ex-officio capacity.

#### **4 Meetings**

- 4.1 Funding committees will meet at least twice a year and normally more frequently, as defined in the supplementary Terms of Reference.
- 4.2 The committees will operate mechanisms for recording members' interests and for dealing with potential conflicts of interest during the conduct of its business.
- 4.3 The minutes or report of each meeting will be presented to the parent committee (sub-committees only), to the SEB and to such other committees as the SEB requires.

#### **5 Review**

- 5.1 These Terms of Reference and the Supplementary Terms of Reference for individual funding committees will be reviewed annually.

**Tobacco Advisory Group (TAG)**  
**Supplementary Terms of Reference**

- 1 **Remit:** to advise the Executive Board (EB) and the Policy Steering Group (PSG), and other parts of the charity where appropriate, on all aspects of Cancer Research UK's tobacco control policies and strategies. To be responsible to the Executive Board (EB) and the Scientific Executive Board for the oversight, development, review, funding and management of a portfolio of awards for research programmes, projects and studentships in tobacco control policy and advocacy.
  
- 2 **Additional Terms:**
  - 2.1 To ensure the maintenance of an internationally competitive policy research and advocacy portfolio, which is targeted to the fulfilment of Cancer Research UK's goals, vision and purpose, by allocating resources on the basis of scientific excellence and relevance to Cancer Research UK's policy strategy.
  - 2.2 To develop organisational policy positions on external and internal tobacco issues, drawing, as needed on external advisors.
  - 2.3 To report to the EB and PSG on TAG funding and policy developments through TAG minutes and executive summary minutes respectively, and Office attendance when tobacco issues are being discussed.
  - 2.4 To bring to the attention of the PSG tobacco-related issues that may impact on the charity.
  - 2.5 To provide the PSG and other parts of the organisation with tobacco advice and guidance as needed.
  - 2.6 To commission topic reviews, and help develop Cancer Research UK's tobacco policies and advocacy strategies and associated research portfolio.
  - 2.7 The Committee will receive its budget from the EB as part of the annual scientific budget determination and will have delegated authority to allocate funding within this budget.
  
- 3 **Membership:**
  - The Chair and Deputy Chair of TAG will be appointed by the EB<sup>4</sup>.
  - The members will be approved by EB<sup>1</sup> and will be drawn from senior researchers and policy advisors.
  
- 4 **Meetings:** the Committee will meet twice a year.

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<sup>4</sup> Appointments will also be sent to the SEB for information