

RESEARCH SUBCOMMITTEE TERMS OF REFERENCE

Purpose

The Board of Trustees of Encephalitis International establishes the strategy and policies of the charity and ensures the effective and equitable use of the charity's resources in pursuit of its objectives.

Encephalitis International has an expert Scientific Advisory Panel who provides Encephalitis International with expert professional resources, advice and also assist with clinical matters. Members of the Panel include highly regarded experts from neurological, neuropsychological, neuropsychiatric, neuro-immunological, paediatric, therapeutic and other relevant fields from the UK and abroad. The Panel has formed two subcommittees: Research and Conference.

The Research Subcommittee, along with the lay grant reviewers, provide advice to Encephalitis International as to whether individual research grant applications merit charity funding.

The Research Subcommittee is expected to ensure its recommendations have a direct benefit to people affected by encephalitis and make effective use of charitable funds.

The Research Subcommittee members have a duty to bring an independent judgement to bear on grant applications at every stage of submission and on all issues considered at virtual and face-to-face panel meetings. On appointment, they must undertake to always comply with these Terms of Reference, and act in good faith and in the best interests of the charity.

Mode of Operation

The Research Subcommittee members will be provided with a Peer Review and Conflict of Interest Policy when they join and asked to declare any conflict of interest. The Research Subcommittee members will review applications electronically at set times during the year and when required attend video calls to review shortlisted applications in each call. Recommendations for funding are based on the mean score for each application. In the event of a tie, the Chair shall have a casting vote. In the absence of the appointed Chair, the Research Subcommittee members will elect an alternate Chair for the duration of the meeting.

The Research Subcommittee meetings will be minuted in full and notes will be taken for video calls by Encephalitis International's staff. The final funding decisions from each grant round will be circulated by email to all Research Subcommittee members and lay grant reviewers involved in specific grant call. The discussion of individual applications, and the individual scoring of applications, will be confidential. Encephalitis International is advised by the Research Subcommittee's Chair of the Research Subcommittee recommendations. The decision of awarding the grant is made by the CEO and the Trustees taking in consideration the Subcommittee's recommendations.

The Research Committee Members

The Board of Trustees nominates responsibility to the Scientific Advisory Panel's Chair and Vice-Chair and Encephalitis International's CEO to identify suitable members for the Research Subcommittee.

The Research Subcommittee will have at least four members. These are members of the Scientific Advisory Panel and are invited by the Panel's Chair to be part of the Subcommittee. The invitation is subject to the need for the Panel's Chair to ensure, with appropriate consultation, a spread of scientific competence sufficient to review the applications coming before the Subcommittee. Encephalitis International may co-opt additional Subcommittee members for specialist grant applications which lie outside the remit of the existing Subcommittee or where the number of conflicts with existing members would preclude obtaining

sufficient peer reviews (at least three). They will also be provided with a copy of the Peer Review and Conflict of Interest Policy and asked to declare any conflict of interest before the review process.

In addition, there will be two lay reviewers. The lay reviewers are invited to apply from the Team Encephalitis Volunteers who are people with personal experience of encephalitis and are felt able to present the views of people affected by encephalitis in a panel setting.

Terms of appointment for all members will normally be for three years with the possibility of renewal for another three years.

Potential conflicts of interest will be avoided by maintaining high levels of transparency in the work of the Subcommittee and by scrupulous procedures which remove those subcommittee members with a potential conflict of interests from review of any particular application. The conflicts of interest policy outlines this in more detail.

Induction Process

When a new member joins the Research Subcommittee, the Chair will introduce them to the existent members via email. Encephalitis International Staff will send an introductory pack which include:

- Research Subcommittee Terms of Reference.
- Peer Review Policy.
- Research Strategy.
- Conflict of Interest Form to be signed.
- Code of Conduct Form to be signed.
- Details of previous funding grants awarded including their reports if applicable.
- Data Protection Policy.
- Expense Form.

Chair

The Subcommittee's Chair will serve a minimum of three and maximum of six years, and will be shadowed by the new replacement Chair in their final year. The appointment of Chair will be made by Encephalitis International Chief Executive bearing in mind any proposal by the Scientific Advisory Panel's Chair, and the Subcommittee Chair will report to Encephalitis International, with recommendations at the conclusion of each grant round.

Quorum

At least three members (professional) of the Subcommittee must be present for there to be a quorum.

Staff Involvement

Encephalitis International's Staff is expected to play an active part in the Subcommittee's work; but they will not referee or vote on applications for grant support. Secretariat support will be provided to the Subcommittee by members of the Encephalitis International team.

Expenses

The Subcommittee will work within the Expenses Policy of the charity (available on request).

Approval

This document was approved by the Chief Executive In January 2025.
Before approving ensure version number is V2 or above.

Document Change Control

Version	Date	Review Date	Changes by	Summary of changes
V1	August 2021	August 2022	A Ellerington	Document created
V2	December 2024	December 2027	E Collins A Ellerington	Branding Taken out Information Subcommittee