

The Lullaby Trust Grants Committee - Terms of Reference



1. Purpose of the Committee

- 1.1 To review submitted proposals for scientific research and, if appropriate, to recommend them to the Board of Trustees for approval of funding.
- 1.2 To review external expert peer reviews on funding proposals, when appropriate.
- 1.3 To seek views on all proposals from The Lullaby Trust Lay Panel and consider these comments.
- 1.4 To report to the Board of Trustees and advise on the strategy and future direction of research when needed, and to consider any other matters that may be referred by the Board of Trustees or by the Scientific Advisory Group.
- 1.5 To advise and assist the Chief Executive on all scientific matters when required and liaise with members of the Scientific Advisory Group on product queries and corporate relationships if necessary.
- 1.6 The Committee shall meet at least once a year.

2. Membership

- 2.1 The Grants Committee will comprise a majority of externally-appointed members of not less than six and no more than 10 people.
- 2.2 The Lullaby Trust will nominate up to two representatives from the Board of Trustees.
- 2.3 The Chief Executive will be an ex-officio member of the Committee.
- 2.4 The Grants Committee will represent a wide range of research interests including physiology, epidemiology, paediatrics, pathology, psychiatry/psychology and public health.
- 2.5 At least one member of the Committee shall be a member of The Lullaby Trust Scientific Advisory Group, who advise staff on an ad hoc basis.
- 2.6 The Committee will include at least one person with experience of parental and/or sibling bereavement who must act as a representative of the Lay Panel.
- 2.7 New members of the Committee will be nominated by the Board of Trustees and by currently serving Committee members. The Board of Trustees will confirm and appoint members of the Committee.
- 2.8 The Board of Trustees will appoint a Chair. The Chair must not be a current Trustee of the charity.
- 2.9 The Chair will be responsible for leading meetings and ensuring the Committee reviews funding proposals in accordance with the Association of Medical Research Charities expert review guidelines.



3. Terms of service

- 3.1 Members shall serve for three years and will be eligible to stand for one further three-year term (maximum six years in service).
- 3.2 The Chair cannot serve more than two consecutive three-year terms.
- 3.3 Members who have not attended a meeting in two years nor contributed to the work of the Committee shall be deemed to have retired.

4. Conflict of interest

- 4.1 A conflict of interest shall include by way of example, but not limited to, a funding application in which Committee members are named applicants, collaborators or consultants; are part of the same research team; or are likely to be co-authors on papers resulting from the study.
- 4.2 Members of the Committee shall declare their affiliations and interests before proposals that present or may reasonably be expected to present a conflict of interest.
- 4.3 Members shall not be present during the consideration of any application for funding where they have a direct conflict of interest, and shall withdraw from any discussion of that grant.
- 4.4 Members are permitted to submit applications for funding but shall withdraw from any discussion of that grant.
- 4.5 Five members shall form a quorum.

5. Discussion of funding applications

- 5.1 Details of applications, meeting documentation and details of external referees are strictly confidential and should not be discussed outside of the review process.
- 5.2 If a committee member is approached by an applicant for technical advice, they must report this to the Chair of the Committee.

6. Honorarium

- 6.1 Members will not be paid an honorarium for serving on the Committee.
- 6.2 Reasonable travel expenses may be claimed for attendance at Committee meetings.

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