The Lullaby Trust Grants Committee

Terms of reference

Purpose

To be a specialist research advising Committee to the Board, on research strategy and grant funding. To review submitted proposals for scientific research and to recommend them to The Board of Trustees for approval for funding.

Delegated powers

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 Advisory Committee.

Activities

To review submitted proposals for scientific research and, if appropriate, to recommend them to the Board of Trustees for approval of funding.

To review external expert peer reviews on funding proposals, when appropriate.

To seek views on all proposals from The Lullaby Trust Lay Panel and consider these comments.

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.

To advise and assist the Chief Executive when required and liaise with members of the Scientific Advisory Group on product queries and corporate relationships if necessary.

Committee composition

The Grants Committee will comprise a majority of externally-appointed members of not less than six and no more than 10 people; five members will form a quorum.

The Grants Committee will represent a wide range of research interests including physiology, epidemiology, paediatrics, pathology, psychiatry/psychology and public health.

The Lullaby Trust Grants Committee

The Lullaby Trust will nominate up to two representatives from the Board of Trustees, however these representatives will not have voting rights when proposals are reviewed by the Board of Trustees and can only vote at Committee level.

At least one member of the Committee should be a member of the Scientific Advisory Group.

The Committee will include a minimum of one person with experience of parental and/or sibling bereavement who will act as a representative of the Lay Panel.

The Chief Executive and Policy and Research Manager will be ex-officio Members, with other staff and advisors invited to attend as required.

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.

The Board of Trustees will appoint a Chair who will not be a member of the Board of Trustees.

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.

The Committee will meet at least once a year. Members who have not attended a meeting in two years nor contributed to the work of the Committee will be deemed to have retired.

A quorum of four Committee members will be necessary, one of whom must be the Chair.

Committee meetings will be open to attendance by any member of the Board of Trustees.

Terms of service

Members shall serve for three years and will be eligible to stand for one further three-year term (maximum six years in service).

Members must be rotated off the Committee for a three-year term before being eligible to rejoin.

The Chair cannot serve more than two consecutive three-year terms.

Conflicts of interest

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 a direct competitor, having institutional conflicts or are part of the same research team; co-authorship within the last five years or having a personal relationship or business interest.

Members of the Committee and all external reviewers shall declare their affiliations and interests before proposals are discussed that present or may reasonably be expected to present a conflict of interest. External reviewers with a conflict of interest will be excluded from the review process.

Members shall not be present during the consideration of any application for funding where they have a direct conflict of interest, and the Chair will not preside over an grants round with which they have a direct conflict of interest; in which case an alternative Chair must be nominated for that round.

Members are permitted to submit applications for funding but shall withdraw from any discussion of that application.

Discussion of funding applications

Details of applications, meeting documentation and details of external referees are strictly confidential and should not be discussed or shared outside of the review process.

Applications should not be inputted into artificial intelligence (AI) tools, including large language models. AI tools should not be used to review applications either by the Grants Committee, external reviewers or the Lay Panel.

If a committee member is approached by an applicant for technical advice, they must report this to the Chair of the Committee.

Consideration must be given to applications to ensure that members of the Committee do not hold an inappropriate amount or proportion of the charity's funding portfolio.

Honorarium

Members will not be paid an honorarium for serving on the Committee.

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Reasonable travel expenses may be claimed for attendance at Committee meetings.