



# Scientific Advisory Board Terms of Reference

## Purpose

1. The Scientific Advisory Board (SAB) has been established to provide expert independent advice and support towards the governance of our Transformational Impact Awards (TIA). Specifically, the purpose of this group is to provide scientific guidance as to the strategic focus and future direction of our TIA funding scheme, assess the proposals we receive under this programme, and make research funding recommendations to our Board of Trustees.
2. Our Transformational Impact Awards support large-scale research investments covering high quality discovery science, through to translational and clinical research, focussed on tackling the biggest challenges in prostate cancer. These awards will deliver research with the ambition to significantly expand our understanding of the disease, maximise the scale and speed of progress in prostate cancer research and crucially deliver a positive impact on the lives of men with prostate cancer.

## Membership and Terms of Office

3. The SAB shall consist of UK/international cancer researchers and healthcare practitioners who have extensive experience and expertise within the cancer field (and who are therefore able to assess proposals across a wide range of topic areas and support the strategic prioritisation across broad research themes). Assessment of Patient & Public Involvement (PPI) within the proposals we receive will be provided by our PPI representatives.
4. Members must be independent and unbiased in their support to this scheme and should not be in receipt of an award from Prostate Cancer UK. Members will act in the best interests of the charity whilst providing impartial advice based on their expertise. Personal interests and affiliations should not influence the advice given.
5. The SAB should consist of individuals who are not able, or highly unlikely, to apply directly to the charity for funding (either through being based outside of the UK, primarily active in another cancer field, or recently retired from active research). SAB members may be involved in application submissions as a co-applicant or collaborator, however in this instance all members must abide by the Conflicts of Interest Code of Practice outlined in this document.

6. The tenure for all SAB members will be for a term of three years in the first instance, with a review after one year. Upon completion of the three-year term, membership may be renewable only once for a maximum period of a further three years. Where necessary, additional members may be co-opted in for a one-off meeting where it is thought that additional expertise is required (some members may then be subsequently invited to join the SAB full time). Past SAB members may be invited to re-join after a minimum period of three years after the end of their previous tenure.
7. A minimum of seven members of the SAB, excluding the Chair, must be in attendance at any given meeting. The quorum for any funding recommendations shall be four members, excluding the Chair.
8. A maximum of two members of the SAB may be from the same institute.
9. Trustees shall not be members of the SAB but shall be entitled to attend its meetings as observers, subject to our conflicts of interest policy.
10. A list of active members of the SAB will be posted on the Prostate Cancer UK website.

## Time Commitment & Duties

11. The SAB will meet two-three times a year, with a default position that meetings will be held virtually using video conference facilities unless otherwise agreed in advance (the option for video conferencing will be available for all meetings and timings will be arranged to factor in regional time differences, where possible). The SAB will firstly meet to assess the research proposals received to the TIA scheme and shortlist candidates to be subsequently interviewed by the SAB. The SAB will then also meet to review this initiative and consider the remit and scope of future grant rounds. Members will therefore need to commit to the following activities:
  - Preparation for meetings by reading relevant paperwork in advance and/or submitting written assessments for each assigned application in advance of the corresponding meeting.
  - Remote attendance and active participation at the SAB meetings.
  - Support the Research Team at Prostate Cancer UK in their horizon scanning, and actively participate in discussions to review and prioritise research themes to help shape the future scope of our Transformational Impact Awards.
  - Participation in any ad-hoc teleconferences or e-mail discussions as deemed necessary (for instance to consider responses from applications where conditions to a funding recommendation have been stipulated by the SAB, or to continue discussions from the meeting in order to finalise the future scope of the TIA programme).
12. All SAB members who have been allocated applications to assess should ensure they attend the corresponding meeting (exceptions to this will only be acceptable under extenuating circumstances because absence from the meeting at short notice impacts on the fairness of the assessment process for some applications). Members must attend the full meeting and actively participate in the discussions, to ensure the fair assessment of all applications and that a quorate is present at all times during the meeting. Members should not be working on unrelated business during the meeting.

13. Upon making a funding recommendation, the SAB may request small changes to the proposal or for the applicant to provide further clarification/information (a 'Conditional Award'). Applicants offered a Conditional Award will be required to submit a detailed response to address the feedback from the SAB which may require further assessment and approval from the SAB (depending on the nature of the feedback, to be decided by the Research Team at Prostate Cancer UK). Where further assessment is required, approval will be sought from two or more SAB members (usually the corresponding assigned members) and responses should be provided within the stipulated timeframe.
14. Recommendations should be in line with the goals and requirements of the charity's [research strategy](#), to best serve the needs of men with prostate cancer, and within agreed budgetary limits.
15. Full details on the duties of the SAB and how research applications are assessed are provided in the 'SAB Information for new members booklet'.

## Conflicts of Interest Code of Practice

16. All members must actively adhere to and support this Conflicts of Interest Code of Practice. Members must remain impartial in conducting their duties and in the assessment of applications submitted to Prostate Cancer UK. If members are unable to adhere to the terms outlined in this document, they may be asked to resign or re-consider their membership by Prostate Cancer UK.
17. The Prostate Cancer UK Research Team will endeavour to identify potential conflicts of interest prior to allocation of applications to SAB members and will notify all members of their conflicts in advance of the meeting. The aim of circulating conflicts in advance is to give members an opportunity to discuss any conflicts of interest that they believe to be incorrect well in advance of the meeting. Any disputes about the conflicts of interest identified must be raised with the Research Team no later than 4 weeks after this list is circulated. Members must disclose any additional conflict of interests (not identified by the Research Team) in advance of the corresponding meeting, or as soon as the member's interest in the application becomes apparent. Any declaration of interest in a grant application shall be duly recorded in the minutes of the relevant meeting.
18. Where a conflict of interest exists, the SAB member will not have access to any of the documentation for that application, nor will they be permitted to participate in the discussion, scoring or final outcome of the application. The SAB member will be required to leave the meeting while discussion and scoring takes place (either leaving the meeting room physically if attending in person, or by being placed into a virtual waiting room if attending remotely).
19. The Chair of the SAB shall be independent, but in the event of any of the circumstances outlined below applying to the Chair, they will be subject to the same Code of Practice.
20. Please refer to the TIA Conflicts of Interest Policy for further details as to what is considered to constitute a conflict of interest.

## Confidentiality

21. SAB members agree to not disclose any confidential information with any third parties. Confidential information may include (but is not limited to) information provided in research grant applications and progress reports, committee funding recommendations, information provided by peer reviewers, and any discussions about Prostate Cancer UK's strategy, active portfolio or funding decisions.
22. Any materials provided by Prostate Cancer UK (including electronic and paper copies) are done so in confidence and must be appropriately destroyed after the corresponding meeting or when the materials are no longer required. Log in details to our online Grant Management System must be kept secret and secure, and the Research Team should be notified if an SAB member believes their account details have been compromised (where we may reset the account and provide you with new log in details).
23. Prostate Cancer UK should be notified of any possible breach of confidentiality as soon as possible.

## Expenses

24. Meetings will tend to be held virtually using video conferencing facilities and as such SAB members should be unlikely to incur expenses.
25. Where expenses have been incurred, Prostate Cancer UK will reimburse any reasonable travel, accommodation and subsistence costs associated with members attending an SAB meeting.
26. If travelling by car, the mileage rate is 45 pence per mile. If using public transport, the full cost of travel will be reimbursed upon production of a corresponding receipt. Members should book travel well in advance to take advantage of the cheapest available fares where possible, and reimbursement will only be made for standard/economy travel fares (unless other fares are cheaper and/or where this has been agreed in advance of booking with the Research Team at Prostate Cancer UK). Excessive travel costs will not be reimbursed by the charity.
27. If meetings are to be held in person, meals and refreshments will be provided where suitable. However, for those travelling significant distances to attend our meetings, it is permissible to request reimbursement for food and drink. Where appropriate, the charity will contribute to meal costs up to the current agreed maximum amount of £15.00 per meal, and on production of a corresponding receipt. Prostate Cancer UK will not reimburse the cost of alcohol under any circumstances.
28. If an overnight stay is required to attend a meeting, The Research Team at Prostate Cancer UK will book and pay for the accommodation directly. Requests for accommodation must be made to the Research Team at Prostate Cancer UK well in advance of the meeting.
29. In order to claim expenses, members are required to fill out an Expenses Claim Form and provide corresponding receipts, tickets or booking confirmation as proof of purchase. Please note that individual costs not supported by a receipt will be reimbursed only in exceptional circumstances and submission of claims without receipts could result in delays in payment.

## Agreement

I understand and hereby agree to adhere to the above terms of reference as a member of the Prostate Cancer UK Scientific Advisory Board. I shall raise any potential conflicts of interest with the Research Team at Prostate Cancer UK in advance of any meeting, and any confidential or sensitive information I am privy to through my involvement in the SAB shall be treated confidentially and not discussed outside of the group or with SAB members who are not privy to the same information.