

NUFFIELD DEPARTMENT OF CLINICAL NEUROSCIENCES

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NDCN Grant Leadership Working Group Terms of Reference

Mission

The Grant Leadership Working Group (GLWG) is established to strengthen and streamline departmental support for research funding applications across NDCN. The group will review and enhance existing practices, promote transparency and equity, and ensure that researchers have access to effective guidance, resources, and developmental opportunities. The GLWG will report to the NDCN Department Management Group (DMG).

Membership

Head of Department (Chair)

Head of Administration & Finance

Research Grants Manager

Strategic Initiatives Lead

Senior Principal Investigator representatives from NDCN divisions.

Meetings

The GLWG will meet at least once per term.

Terms of Reference

Review and Enhance Grant-Support Practices

The GLWG will evaluate and refine departmental guidelines and processes relating to the preparation, support, and review of grant applications. This will include:

- Clarifying expectations for internal deadlines and submission timelines.
- Reviewing procedures for recommending grade/scale-point for fellowship applicants.
- Developing an approach for triaging oversubscribed schemes to ensure fair and strategic allocation of departmental support.
- Establishing or improving mechanisms to log unsuccessful applications and capture learning points, including insights from panel members, to inform future applications.
- Considering opportunities for optional internal peer review for major bids (>£1m), subject to capacity.
- Ensuring equal access to mock interview opportunities for all NDCN divisions.
- Ensuring clear signposting to departmental, divisional and central research-support resources.

Monitor Grant-Leadership Equity

In support of Athena Swan commitments, the GLWG will maintain oversight of disparities in grant leadership - such as gender differences in lead-PI applications - using existing data. Findings will inform departmental actions to promote equitable access to funding opportunities.