Excellence Network project grants funding panel and Small grants review process 2024

Excellence Network Project grants funding panel ('the Panel')

Membership

- Associate Director Policy and Health Strategy (Chair)
- Members of the Clinical Leadership Team (CLT), which includes representatives from the Parkinson's Community
- Clinical Lead for Service Improvement
- Grants Manager
- Head of Service Improvement and Grants
- Health Policy and Improvement Lead
- Strategic Intelligence Lead
- Grants Administrator (Business support)

If specific expertise is required for a particular decision or in the case of a predetermined lack of quorum during a funding panel meeting, the Panel will co-opt additional members onto the panel to support decision-making. Any member with a conflict of interest relating to a particular application will recuse themselves from those discussions.

Responsibilities

- Take decisions on how the project grants process is set up and managed.
- Independently reviewing and rating small project grant applications as required.
- Joining a monthly panel meeting to make final funding decisions for the Small project grant applications.
- In the scenario of an inadequate number of reviewers, review the

Large Grants project applications.

- Take the final Yes or No funding decisions (post the full application review period) on Large grant applications. This will be through a half day virtual meeting where all full applications, and the reviewed ratings and feedback, will be discussed.
- A sub-group of this panel comprising the Associate Director Policy and Health Strategy, one of the Co-Clinical Directors and the and one of the Parkinson's community representatives from the panel (the 'Panel Subgroup') will be responsible for deciding which pre-applications to invite to the full application stage and for taking final decisions in the event that a consensus can't be reached.
- The Grants Administrator will provide business support throughout the end to end process.

Quoracy

- For meetings to be quorate, there must be at least six members present, including three members of the CLT (including the Clinical Lead for service improvement). This must include at least one representative from the Parkinson's Community. Each member who has evaluated the application(s) scheduled for discussion should be present for the funding panel meeting. Each member present must have evaluated the application form(s) scheduled to be discussed.
- In case of a pre-identified lack of quoracy for a meeting the Panel will co-opt additional members onto the panel to support decision-making.

Annual cycle

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Small Grants	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
Large Grants						▲					▲	

▲ Panel meeting - small grants. Occurs after monthly PEN - Steering Group meeting and is cancelled if there are no applications to discuss

▲ Subgroup meeting - large grants pre-applications

▲ Panel meeting - large grants full applications

Small grants process

1. **Recruitment of reviewers**

- Two or three members from the Clinical Leadership Team, including at least one member who represents the Parkinson's community, will be invited to review each application. The **selection of the reviewers** will depend on the theme of the application. The **number of reviewers** will depend on the estimated cost of the application i.e. applications with an estimated budget up to 6k will be reviewed by two members, and applications with an estimated budget above that will be reviewed by three members. The selected reviewers will be sent each application as and when it is received for review.

2. **Independent evaluation**

- Each reviewer will be responsible for independently evaluating each small grant application.
- Each application is scored using a **10-point rating scale** (*based on the NIHR Applied Research Application Rating Scale*)**.** Each reviewer will also provide qualitative feedback using the **Excellence Network Small Project Grants Review form.** The ratings provided will allow each project to be ranked into **three funding categories:** A-Fund,

B-Potentially Fundable, C-Do not Fund.

- The **following criteria** will be used to evaluate and rate each project:
    A. Importance and relevance of the proposed project to people living with Parkinson's
    B. Potential impact of the project for people currently living with Parkinson's, and/or their care partners, the NHS/social care and the wider health economy
    C. Potential to support gaps in service provision and knowledge and evidence around best practice care
    D. Clear demonstration of the involvement of the Parkinson's community
    E. Potential to reduce health inequalities, and inclusion of diversity considerations
    F. Likelihood of being rolled out on a wider scale if successful and influencing wider practice
    G. Quality of the applicants and team
    H. Value for money
    I. Budget and infrastructure
    J. Sustainability of project outcomes
- The review must be completed and sent to excellenceNetworkGrants@parkinsons.org.uk at least 7 working days prior to the relevant Panel meeting.
- The Excellence Network grants team will collate the reviewer feedback and compute a mean rating score in preparation for the next Panel meeting**.**

3. Decision meeting

- A Panel meeting will be scheduled to occur after each monthly PEN Steering Group Meeting. If no applications are ready for discussion, the meeting will be cancelled.
- During this meeting, the reviewers will discuss their ratings and feedback.
- This discussion and a vote (by show of hands) will inform the *final awarding decision* **(Yes or No).**
- The Panel may decide to recommend that a project is only partially funded.
- If a **consensus cannot be reached** by the Panel, the Panel **Subgroup** will be responsible for making the final decision.

- The meeting will be **recorded and minuted.**

4. Funding sign off
- Decision making is delegated from the Board of Trustees to the Panel.
- The Associate Director Policy and Health Strategy will be responsible for signing off funding on behalf of the panel.
- The Associate Director Policy and Health Strategy will be responsible for sharing the Panel's decisions with the Board of Trustees.

5. Informing the applicant
- The grants team will inform lead applicant(s) of the decision and will provide feedback, which will be a summary of the review.