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# A black and blue logo  Description automatically generated**Advisory group terms of reference**

**Nuffield Foundation**

**Terms of reference for research grant advisory groups [to be agreed with the Nuffield Foundation Grant Lead]**

**[Nuffield Foundation grant reference number]**

**[Project name – with hyperlink to the project webpage on the Nuffield Foundation’s website or the host organisation’s website]**

**Principal Investigator: [Name and institution]**

**Co-Investigator(s): [Name and institution]**

Nuffield Foundation contacts:

Grant Lead managing the grant: [Name]

Email:

Grant Coordinator: [Name]

Email:

**Introduction**

Advisory groups for research grants are intended to provide advice, support, challenge and constructive criticism at various points of the research or development processes.

The Foundation requires each grant funded to have an advisory group and the Grant Lead is a member of that group, even though they may not always attend. Advisory groups are set up at the start of a project or shortly afterwards.

Advisory group members will be expected to attend regular meetings and should note that reading may be required ahead of meetings. Meetings may be held in-person, online or in a hybrid format, and notes from the meeting will be shared with all members.

The terms of reference of the advisory group include:

1. to provide oversight, advice and challenge on the conduct of the research, including the suitability and quality of methods and approaches
2. to highlight, discuss and, if possible, resolve ethical considerations that emerge in the course of the research
3. to advise and comment on research outputs, including style and interpretation of results to help identify implications for policy and practice
4. to help shape and advise on communication and dissemination of project outputs and findings
5. to advise on areas or issues on which the research team needs to seek external advice, whether that is from the Nuffield Foundation as funder, or from the research, policy or practice communities

[If any of the above items in the suggested terms of reference is not relevant to a particular grant, they can be deleted by agreement between the Principal Investigator (PI) and the Grant Lead. The PI should feel free to propose additional items to the terms of reference where appropriate.]

**Confidentiality**

All advisory group members must treat as confidential any discussions in advisory group meetings, emails and any documents that may be shared, including pre-publication copies of research reports.

**Travel expenses**

Members of the advisory group may claim reasonable travel costs incurred in attending formal meetings and should liaise with [name of the PI or their nominated contact name] [insert contact details].