

UKRI TAS Hub Reviewer Guidelines

TAS Reviewers will broadly represent the research community they serve and contain a spread of knowledge and expertise covering the full breadth of TAS' remit.

Eligibility

The TAS review guidelines are intended to provide general quality assurance of TAS' peer review process.

Membership will be reviewed periodically to address any imbalances, and to replace members who are consistently unresponsive to TAS review requests.

Reviewers may be recruited via the following routes:

1. Anyone awarded a TAS grant (apart from postdoctoral fellows) is automatically invited.
2. Calls for reviewers: TAS will periodically announce calls for reviewers to fill gaps in the membership portfolio.
3. UKRI/TAS nomination: having a recent track record of reviewing, either through frequently being a nominated reviewer, or consistently writing reviews judged as appropriate and helpful at panel.
4. Industrial partner nomination: TAS will periodically seek suggestions for reviewers drawn from organisations using research in industry, health service, public sector and charities.
5. International partner nomination: TAS will also periodically seeks suggestions for reviewers drawn from outside the UK.
6. Self-nominations. You may apply to become a TAS reviewer using the [application form](#)

Applicants will be assessed on their relevant experience, portfolio requirement for expertise and general diversity.

Responsibilities and expectations

By accepting the invitation to become a TAS reviewer, a two-way agreement is formed.

TAS will:

- Limit the number of review requests to no more than 8 in any 12-month period for a UK academic and 4 in any 12 month period for reviewers at TAS Partner organisations.

Generally demand would be lower than this, but in exceptional circumstances we may wish to exceed this with explicit prior agreement.

- Seek to ensure that all proposals sent to you for review are appropriate to your area of expertise.
- Avoid soliciting reviews during any period where you have indicated you will be temporarily unavailable.
- Make training available that explains your role within the TAS process.
- Inform you, via regular newsletters and other means, of changes to TAS policy or process that may impact on your role as a reviewer.

You will:

- Provide informed, objective, and timely reviews adhering to the guiding principles when requested.
- Provide TAS with a full review using the online ERPNext system within 10 working days of receipt of the proposal, or a mutually agreed extended period if appropriate.
- Notify TAS within 5 working days of a request for review if you are unable to meet the request.
- Serve on prioritisation panels where invited, but recognise that such opportunities are limited and may not arise.
- Keep your ERPNext details up to date, particularly relating to describing your areas of expertise.
- Undertake training provided by TAS.
- Keep up to date with developments that may affect your role as a TAS reviewer, for example through attendance at TAS organised events, its website, and its newsletters.

For further information please contact Dr David Maffin, Projects Manager:

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