



Sjögren's UK

Research Review Committee Terms of Reference July 2025

A Research Review Committee will usually be convened on an annual basis to review all grant applications.

The committee will comprise at least six members. This will normally include:

- a Trustee representative
- a non-Trustee member of the Medical Board
- at least three external members drawn from a range of relevant medical specialities or those with relevant translational science expertise (which may include the Chairperson)
- a lay member (public and patient involvement)

A Chairperson will be nominated from the non-Trustee member of the Medical Board or from the external representatives of medical / translational science. Their appointment should be approved by the Chairperson of Sjögren's UK (or in their absence another Trustee acting as their deputy).

Membership of the committee will be reviewed at each funding round and should include individuals from professional specialities that most appropriately reflect the research topic(s) and methodologies in the application(s) received. No less than five members of the committee need to be present to ensure a quorum.

Members of the committee must not be in receipt of an active grant from Sjögren's UK or apply for any grants from the charity in the year that they serve.

The Research Review Committee may also request additional reviews of applications from external professional advisors, including additional written reviews for grant applications of high complexity or cost.



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Members of the committee or external professional advisers will be asked to complete a declaration of interest (DOI) document outlining whether they have any potential conflicts of interest as outlined in the Sjögren's UK Research Policy (April 2025).

Where a committee member(s) or external professional adviser(s) is/are connected with an application in any way that they believe presents a potential conflict of interest (as outlined in the Sjögren's UK Research Policy (April 2025)), they should declare this, prior to any meeting request or discussion).

Any committee member with a Conflict of Interest, as defined in the Sjögren's UK Research Policy (April 2025), must step down from the Research Review Committee for that year.