

Terms of Reference for DDEA Grant Review Committee

The terms of reference for the DDEA Grant Review Committee describes its profile, composition, tasks and responsibilities, meetings, remuneration, and code of conduct.

Profile

The composition of the Grant Review Committee must include a well-balanced and a broad representation of international, renowned scientific experts of the highest international level within diabetes and other endocrinology fields, considering gender, geography, and sector. Scientific experts working in Denmark cannot be nominated for the committee.

The Grant Review Committee must include members with competences and expertise within:

- Basic and metabolic research within diabetes and other endocrinology fields
- Translational research in diabetes and other endocrinology fields
- Clinical research within diabetes and other endocrinology fields, including complications of diabetes and endocrine diseases
- Interdisciplinary research (within diabetes or other endocrinology fields)
- Epidemiology and genetic research (within diabetes or other endocrinology fields)
- Public health (within diabetes or other endocrinology fields)
- Disease management and psychology (within diabetes or other endocrinology fields)
- Applied and or new technologies (within diabetes or other endocrinology fields)
- Data science (omics, machine learning, artificial intelligence, bioinformatics) (within diabetes or other endocrinology fields)

A member may have competences and expertise in more than one of the fields listed above. It is not a requirement that all members possess all competences listed above.

Composition and appointment

The Grant Review Committee consists of 100-150 members, constituting a pool of reviewers. The committee has four Chairs, one within each grant type, i.e. PhD scholarships; postdoctoral fellowships; visiting professorships; and industrial PhD scholarships and postdoctoral fellowships. The members and the Chairs are appointed for a period of five years by the DDEA Board of Directors (BoD) according to the profile described above. The BoD will select the Chairs among the members of the committee.

The members are appointed on the basis of nominations from the entire Danish diabetes and endocrine research community and other relevant key stakeholders. These include relevant departments and faculties of science and health sciences at the universities; Steno Diabetes Centers; departments of endocrinology at the university hospitals; the Danish Endocrine Society and other relevant professional societies; the Danish Association of the Pharmaceutical Industry (Lif); relevant life science companies.

If a member of the Grant Review Committee resigns before the end of his or her term, a new member will be appointed based on the nominations received and in accordance with the above-mentioned profile to ensure the appropriate representation and competences.

Tasks and responsibilities

The principal tasks of the Grant Review Committee are to:

- Perform a professional peer review evaluation of applications for PhD scholarships, postdoctoral fellowships and visiting professorships (twice annually). The committee will base its evaluation on the evaluation criteria described by DDEA, i.e. focusing on the applicant's merits and competences; the scientific quality of the proposed project; the quality of the research environment; and the specific grant focus areas of DDEA (internationalization, interdisciplinarity; and collaborations across sectors). The peer review will include quantitative scores and comments on the four main evaluation criteria, as

listed above. Not all members of the committee are activated for each grant allocation. The Secretariat will appoint reviewers among the members of the committee based on the applications received, according to the research area of the individual application and the expertise of the members of the committee.

The principal tasks of the Chairs of the Grant Review Committee are to:

- Provide a recommendation about the applications to the DDEA Board of Directors based on the professional reviews performed by the members of the committee (as described above) (twice annually).
- Perform an overall evaluation of the application pool with regard to the quality of the applications and provide the DDEA Board of Directors with suggestions for improving the overall quality to secure a balanced ratio (twice annually).

Meetings

The Grant Review Committee will perform peer review evaluations of all incoming applications twice a year. The members will not meet, but will submit their reviews online.

The Chairs of the committee will submit their recommendations online and will meet with the DDEA BoD twice annually to discuss their recommendations. They will also make suggestions for improving the overall quality of the applications and discuss suggestions for potential changes in the work of the committee.

The Secretariat is responsible for coordinating the workflow between the committee, the BoD and the Secretariat.

Remuneration

Members of the Grant Review Committee will receive a salary for their work (EUR 75 per review). The DDEA will cover travel and accommodation costs, should onsite meetings be required.

Code of conduct

The Grant Review Committee is an executive committee, but has no decision-making power, as the BoD will make the final decision on grant allocations.

Members of the Grant Review Committee cannot be members of any other DDEA committees.

Members of the Grant Review Committee cannot receive any kind of research funding from DDEA.

The members of the Grant Review Committee will be asked to report any conflicts of interest (personal or professional, e.g. joint publications or close collaborations regarding the specific project of the applicant within the past five years). In case of any conflicts of interest, the member will not review the application(s), and another member will be assigned to the application in question.