 



 **CANDIDATE BRIEF**

 ***Progress Review Committee Members***

****

#

**Progress Review committee**

The Progress Review Committee (PRC) reviews the progress of studies recruiting human participants within the Versus Arthritis research portfolio. Relevant study award holders submit a report twice per year to the PRC highlighting progress in terms of regulatory approvals, recruitment/follow up and spend as well as any issues encountered.

The objective of the PRC is to review projects at 6-monthly intervals to assess the progression against expectations and where appropriate to make suggestions for award holders where there are barriers to progress. The PRC can request further interim reports or monthly recruitment updates where this is felt necessary.

The PRC serves to advise both the charity of the appropriateness of study progression, as well as the most suitable degree of study oversight. Where necessary, the PRC acts to notify/escalate to the charity studies for which continuation of funding should be considered.

The PRC are responsible for reviewing and providing expert opinion on requests for supplemental funding. As well as consider material changes to the studies within their remit, providing feedback for investigators and Trial Steering Committees as appropriate.

The committee is comprised of experienced senior academics and members with clinical rheumatology, intervention study and methodological expertise.

We want our employees, volunteers and Trustees to represent the broad diversity of the communities of which we are a part.  Through our diversity and inclusion strategy, we have made a commitment to increase the diversity of our charity and we welcome candidates from a wide variety of backgrounds and experiences.

**The role of Members of the Progress Review Committee**

The main duties of the Progress Review Committee members are:

1. To review assigned progress reports
2. To attend two PRC meetings each year, held in May and November
3. To lead committee discussions on progress reports that they have reviewed
4. To provide expert opinion and input into feedback to investigators and Trial Steering Committees
5. To contribute to advise to the Charity regarding the progress of studies. Such advice may extend to review of requests for additional time and/or additional funding and recommendations to pause or stop studies and funding based on ability to meet the defined objectives of the study
6. If a study is presented from a member’s department or institution, they will not participate in the reviewing process or committee discussions for that application

**Skills and abilities**

Progress Review Committee members should have:

* Expertise within musculoskeletal research or clinical trials
* Expertise and knowledge of studies involving recruitment of human participants
* Sufficient experience of conducting studies to assess study progress and provide practical advice to award holders across a wide range of areas

**Personal attributes and behaviours**

* A positive personal demeanor and a proactive problem solver
* A desire to maximise the success of studies within the charity research portfolio
* The desire and ability to be a good advocate for musculoskeletal research

**Members are expected to:**

* Contribute actively to the PRC meetings expressing clear and, where appropriate, challenging, views
* Conduct themselves with probity at all times which may include (amongst other things) claims for expenses incurred, gifts and hospitality received and disclosure of conflicts of interest

**Time commitment**

* The PRC normally meet twice a year in May and November, meetings are half days and are currently held via videoconference
* Commitment to attendance of these meeting times is required with allowance for preparation and reading of materials (~12/14-hour yearly commitment)
* Meetings will be on dates fixed more than three months in advance based on committee availability
* Members will be expected to take the role of Co-Chair of the Committee where conflicts arise for the Chair from time to time

**Remuneration**

The role of Members of the PRC is unremunerated. Versus Arthritis will pay for reasonable out-of-pocket travel and subsistence expenses in line with the Charity’s expenses policy.

**Length of Appointment**

Members of the PRC will be appointed for a term of three years. An additional term of three years is allowable, in line with the Association of Medical Research Charities (AMRC) guidance.

**Process & Timescales**

Closing date for applications: **midday, Monday 14th March 2022**

**How to register your interest**

For informal enquiries please contact:

Dr Enhad Chowdhury, Clinical Research Development Manager, awards@versusarthritis.org

To apply, please email with the subject heading “Progress Review Committee member application”:

* a comprehensive CV
* along with a short supporting statement summarising your relevant skills and experience (max 500 words)

to: Glen Neal, Awards Governance Officer, awards@versusarthritis.org