Terms of Reference

Role of SAP Members

The role of SAP members is envisaged as being threefold

- **Ambassadors**: Helping us promote the service in the communities you represent
- **Reviewers**: Peer review of applications made to the service and prioritisation of requests.
- **Advisors**: Advise on strategic decisions or their implementation, as requested by the NCS director

Composition of the SAP

For the purpose of both strategy and allocations matters the following representatives are required:

- Chair
- Service and/or Chemical Crystallographer
- Organic Chemist
- Organometallic or Coordination Chemist
- Framework materials or Supramolecular Chemist
- Inorganic Materials Chemistry

For the purpose of strategic matters only the following representatives are also required:

- Synchrotron Crystallographer
- Industry representative
- International representative
- EPSRC representative
- Head of Chemistry
- Director

The following may also be invited to SAP meetings:

- NCS Operations Manager
- NCS Service Support Manager

The Chair will most likely also occupy one of the other MAP roles. Members will be chosen so as to not have conflicting interests (i.e. they will not be major users of the NCS). The SAP will be deemed quorate if there is a minimum of 3 non-Southampton members present.
Length of Service

Terms will be 3 years, which will assist in the development of an experienced panel balanced by an appropriate turn-over of membership.

A number of the previous MAP will be asked to remain for an extra term, which will create a cycle of experienced and newer members, ensuring that the majority do not retire at the same time.

Peer Review Terms of Reference

Criteria for assessment are:
• Scientific quality
• Reporting on previous usage of the NCS
• Whether the applicant’s project is EPSRC funded or not (EPSRC funded projects would score more highly in this category)

This process is not intended to be heavy handed or subject potential users to the ‘double jeopardy’ review process, but it is intended to sift on quality of science and reporting and whether there is simply an attempt to use a free at the point of access service.

The prioritisation codes used here (H,M,L,R) are purely for the streamlined operation of the Service laboratory. In the MAP Terms of Reference these codes equate to the following:

• H = Internationally recognised science, highly cited, EPSRC funded science, excellent reporting record.
• M = Nationally or internationally recognised science, good reporting on previous usage, EPSRC (or other high profile agency) funded.
• L = Nationally recognised, funded work, record of publishing outputs.
• R = Poor recognition, no funding, no publication record.

Exceptions to the above will be made in the case of Early Career Researchers where, akin to the EPSRC first grant scheme, they will be reviewed with the fact that reputation and track record takes some time to build up in mind.

In the case of high throughput applications the primary criteria are applied and then a splitting of samples across prioritisation codes e.g. a proportion M and the rest L, and the user is then asked to define a ranking when sending multiple submissions.