Diabetes CSG Role description and selection process for scientific members

This appendix outlines the responsibilities and selection process for CSG scientific members.

1. Duties
Scientific members will:

- Together with the Chair, contribute towards identifying research gaps and priorities and prepare a roadmap for the CSG area
- Generate novel ideas for, and contribute to the development of high quality study proposals within the CSG and in collaboration with researchers outside of the CSG
- Provide expert advice to the Chair and the wider clinical diabetes community where appropriate
- Promote good clinical research practice

2. Qualities
Members should have a track record of participation in research in the relevant diabetes field. The scientific members should ideally be able to demonstrate the following:

- Experience of working collaboratively in the relevant area of research
- Good links with external diabetes research networks
- Ability to review study protocols and to comment on study feasibility and relevance to the national research agenda
- Enthusiasm and commitment to translating research into benefit for people living with diabetes
- A commitment to confidentiality and a willingness to declare any conflicts of interest

3. Membership
Scientific members will have membership for:

- 3 years in the first instance which can be extended by an additional three years at the discretion of the CSG Management Committee and the Diabetes UK Research Team
- At the end of a term of membership a three year period must elapse before a scientific member can reapply for a further term on the same CSG. Exceptions to this, should they arise, will be reviewed on a case by case basis by the CSG Management Committee and Diabetes UK Research Team
- Scientific members who are investigators on key studies that have been developed through the CSG and whose term of office expires before the study has been completed will be asked to maintain contact with the group through the submission of written reports

5. Remuneration
- Members will undertake the scientific member role on a voluntary basis.
- All reasonable expenses that arise from attending face to face meetings will be reimbursed, subject to the Diabetes UK expense policy. This includes: travel, food and drink and accommodation. More detailed information about the process of reclaiming expenses can be provided by Diabetes UK Research Team.
6. Declaration of interests
   - The CSG scientific members will be required to declare, on the declaration of interests register, if they have any interests that might be in conflict with the work of the CSG. A conflict of interest will not necessarily stop individuals from being a member of a group; however, it may mean that they cannot take part in some discussions or decisions made on projects/issues.

7. Selection process
   - CSG scientific members will be appointed through an open competitive process of recruitment. Positions will be advertised widely and will be open to all members of the UK diabetes research community through established communication routes (e.g. websites, Update, Newsletter) and professional bodies as appropriate in order to reach a wide coverage of the relevant audience.
   - Applications, in the form of a CV, together with a supporting statement will be submitted to the Diabetes UK Research Team at csgs@diabetes.org.uk. The supporting statement should specifically address the selection criteria outlined in Appendix 3.
   - Applications will be reviewed by the Chair of the CSG and scored using scoring criteria (Appendix 3). Recommendations for the appointment of scientific members will be ratified by the CSG Development Group (in the initiation period and by the Management Committee subsequently).
   - Applicants will be notified of the decision by way of email or letter from the Diabetes UK Research Team.
APPENDIX 3: Criteria table for the appointment of Diabetes UK CSG scientific members

Below is a table outlining the selection criteria for candidates who apply for the CSG scientific member position. Using the CV and supporting statement, please grade each candidate (1 = poor, 5 = excellent) for each of the below criteria. Please use the space below the table to add any additional comments to support your choice.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Applicant 1</th>
<th>Applicant 2</th>
<th>Applicant 3</th>
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<td>Experience of collaborative research in X</td>
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<tr>
<td>Good links with external diabetes research networks</td>
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<td>Ability to review study protocols constructively</td>
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<td>Ability to comment on study feasibility and relevance to the national research agenda</td>
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<td>Enthusiasm and a commitment to translating research into benefit for people living with diabetes</td>
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<td>Prepared to maintain confidentiality and a willingness to declare any conflicts of interest</td>
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Additional comments: