

**MEMBER OF THE SCIENTIFIC FOUNDATION BOARD (SFB)
ROLE DESCRIPTION (March 2026)**

Accountable to:	The SFB Chair and RCGP Council
Term of office:	Three years with the possibility of an extension for one further three-year term
Appointment criteria:	Is elected by the existing SFB membership
Extension criteria:	As per the SFB Terms of Reference, SFB members are invited to serve one three-year term This term can be extended for one additional three-year term SFB members can serve for no more than six consecutive years All extensions need to be ratified by the RCGP Council
Appointment arrangements:	By application and majority voting by the SFB Ratified by the RCGP Council There are a number of ex officio roles on the Board, where partner groups and organisations with specific expertise are invited to join the SFB

Main responsibilities as a member of the SFB are:

- a) To assess the submitted applications using pre-defined criteria on annual basis
- b) To contribute to awarding [Annual Grants](#) through attending the grant awards committee each year. Attendance is mandatory options to join online or in person.
- c) To contribute to awarding [Practitioners Allowance Grants](#) by assessing applications twice a year as needed
- d) To review materials circulated by RCGP and provide comments via email / attend short meetings if appropriate
- e) To promote the SFB through relevant communication channels when required
- f) To support the review of research grant applications for research that the RCGP may participate in or endorse
- g) Opportunity to mentor successful grant applicants (optional)

Time commitments:

- Expectation to attend the full day committee meeting once a year taking place in January
- Expectation to set aside time to review applications at key points through the year (maximum 3 times a year)

SFB members are selected against the following criteria:

- a) Experience relevant to academic primary care e.g. primary care academic post
- b) Experience of applying for external research project funding
- c) In receipt of external funding for projects as lead or co-applicant
- d) Has managed externally funded projects
- e) Experience of refereeing applications for research project funding, for example bursary, grant or other award schemes to support primary care research
- f) Experience of reviewing research papers
- g) Understanding of current NHS Primary Care Research and Development issues, for example has membership of a research related organisation or group
- h) Experience with the peer review process (e.g. academic journals, conference abstracts, funding panel)

We encourage applicants from all background/ underrepresented groups and varied career stages. If you would like to apply please send your CV and a tailored cover letter by 11:59pm on the 1st of May 2026 to SFB@rcgp.org.uk.