**Terms of reference:**

Drafted:

Approved:

Revised:

Owner:

**[name] Research Team**

1. **Purpose / role of the research team**

The research team is the group of individuals working on the project on a day to day basis.

The team was established on [date] and will work on the project until [date] or completion, whichever is the earlier date. This date may be extended if there is a contract variance or extension.

Some people will work full time and others part time.

The aim of the team is to deliver the [name] research project on time, against the agreed outcomes and measures, and within budget. The project protocol gives full details of the work packages, deadlines and lead for each element of work.

1. **Membership**

The research team is made up of those people working on the project.

Individuals may be academics employed by the University or employed in various capacities by partner organisations. They also include Public Involvement co-researchers or research advisors, or team members employed to facilitate a PI contributor who needs additional support.

Membership can start and finish at any time during the life of the project but will conclude no later than the end of the project as outlined in 1.

1. **Accountability**

All members of the research team are ultimately responsible to the Chief / Principal Investigator; however, they may have a line manager who provides day to day management and support.

The research team will report on their work to [add information about specific project steering / advisory / Critical Friends group and frequency of reporting].

1. **Working methods / ways of working:**

All individuals in the team will work independently, in small groups or as a wider team to deliver the project outputs on time.

The team can use the most effective methods of working suitable for each task they engage in, including but not limited to: face to face meetings, telephone, conference calls, conference videoing, emails.

Formal meetings will be held a minimum of quarterly, at [venue/host organisation]. These will be organised and chaired by the Chief / Principal Investigator, or designate. The agenda will be circulated prior to the meeting along with relevant papers for discussion. Visitors may be invited to attend. [Add name / job title] will take responsibility for the minutes.

An important part of evaluating progress both during and at the end of the project is reflective practice. Individually and collectively there will be regular opportunities to discuss opportunities and challenges relating to ways of working, progress, individual and team development.

1. **Sharing of information and resources**

All team members will have access to the host organisation / project shared drive where information and resources will be stored.

Confidential material is subject to the procedures outlined in the approved ethics applications and will be adhered to at all times.

1. **Definition of terms**

Public Involvement representatives: patients, service users, survivors, carers and family members (National Standards for Public Involvement in Research, NIHR 2018. Available from: <https://sites.google.com/nihr.ac.uk/pi-standards/home>)

Co-researcher: A public involvement representative undertaking active research as part of a research team on an ongoing basis.

Research Advisor: A public involvement representative actively engaging with a research project on an adhoc basis (specific activities).

Critical Friends Group: An individual invited by the project team to act as a sounding board on activities and progress, providing feedback and support either as individuals or as a group. This may include research advisors, but has PI representation.

Advisory Board: A group of individuals approached and appointed by the Research Funding Agency. The will act as a sounding board on activities and progress. They will report to the Research Funding Agency.