Mock Funding Panel Meeting
Additional resources

Pre-workshop preparation

How many participants? How many grant applications?

Typically, a Funding Panel consists of between 8 and 12 members. A recommended number of workshop participants would be approximately 10, as this provides enough for an engaging discussion (or multiples of 10, if you have more than one Facilitator to enable you to divide the group up for the Mock Panel activity). Too many participants in one mock panel risks the discussions taking too long and/or not allowing everyone in the group to be able to contribute.

To enable each of the **10 participants** to read, assess and score **at least 2 grant applications each**, a suggested total of **7 grant applications** would be needed (see matrix below). Each of the grant applications will be allocated a 1st, 2nd and 3rd speaker.

The grant applications do not all need to be from the same funding call/scheme, although it may cause unnecessary confusion if assessing more than 3 different funding schemes (noting that the assessment criteria may be different). It would be advisable to focus on only one Funder, to simply for the guidance needed.

First speaker/second speaker grant application allocation matrix

Based on 10 participants (numbered 1 to 10) and 7 grant applications (designated A to G)

	Participants									
Speaker	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
1st	**A**	**B**	**C**		**D**	**E**		**F**	**G**	
2nd	**B**	**A**		**C**		**D**	**E**		**F**	**G**
3rd			**A**	**B**	**C**		**D**	**E**		**F**

Resources/documents to be shared with participants at least two weeks before the workshop

- A zip file containing all the grant applications to be discussed
- The speaker allocation matrix, so that each participant knows which applications that are leading the discussion on
- Guidance on the funding assessment criteria (copied or linked from the Funder website) – what should the participants be looking for in each application, to be able to judge its competitiveness?
- A scoring method (for example, this is the approach taken by the Medical Research Council or the Engineering and Physical Sciences Research Council (page 14), or you can re-create something similar)

- Any further information regarding the workshop logistics

Ensure to emphasise the importance of completing the pre-workshop tasks, to ensure that the group can have a strong discussion at the workshop. You may wish to request that participants send in their pre-scores ahead of the workshop, so that they can be collated but also to provide a prompt for the pre-workshop tasks.