**MPLS Grants Subcommittee Terms of Reference**

The committee’s duties and responsibilities are as follows:

1. To evaluate applications to the John Fell OUP Fund as follows:
2. To assess applications to the John Fell OUP Fund Small Award Scheme and decide on allocations (subject to the right of review held by the Pro-Vice-Chancellor (Research));
3. To evaluate and prioritise applications to the John Fell OUP Fund Main Award Scheme for consideration by the central John Fell Fund Committee;

**Membership**

* Head of Division, ex officio (Chair).
* Four members from across the division, including one representative from the Mathematical Sciences (Computer Science, Mathematical Institute, Department of Statistics); one representative from the Physical Sciences (Departments of Chemistry, Earth Sciences, Engineering Science, Materials Science, Physics); and one representative from the Life Sciences (Department of Plant Sciences, Zoology). The fourth member will usually be drawn from the Physical Sciences.

*Note: The Head of Division may elect not to serve on the subcommittee; in such circumstances, the Head of Division may nominate one of the four committee members listed under (ii) above to serve as Chair.*

Membership rotates through the departments, with Heads of Department asked to nominate members from their permanent academic staff to serve for a period normally of two years. If the Head of Division is not serving as Chair, a member’s term of office may be extended (by up to two years) in order to provide continuity.

The sub-committee will normally meet three times per year, in accordance with the John Fell OUP Fund schedule. Additional meetings may be convened.