

1. Purpose

- 1.1 The [Board of Trustees](#) of Parkinson's UK establish the strategy and policies of the charity and ensure the effective and equitable use of the charity's resources in pursuit of its objectives.
- 1.2 The College of Experts, ~~along with~~ and lay grant reviewer's, provide advice to Parkinson's UK as to whether individual research grant applications merit charity funding.
- 1.3 Parkinson's UK has two College's of Experts: The Small Grants College of Experts (SGCOE) which provides recommendations on grants up to £50,000 and The Project Grants College of Experts (PGCOE) which is for larger programs of research in the region of £100,000 to £400,000.
- 1.4 There is a single Chair for both College's of Experts. The Chair will attend the annual project grant review meeting. He or she will dial in to teleconferences for other schemes on an ad hoc basis.
- 1.5 Both College's of Experts are expected to ensure its recommendations have a direct benefit to people affected by Parkinson's and make effective use of charitable funds.
- 1.6 Both College's of Experts will work within Parkinson's UK policies, plans and budgets.
- 1.7 The College's of Experts function separately from the [Cohort Studies Council](#) which was established to provide guidance and funding recommendations for long-term clinical studies in Parkinson's.
- 1.8 From time to time, Parkinson's UK may convene separate review panels to review large or strategically important grant applications or in the instance where the majority of the College of Experts members have conflicts of interest.
- 1.9 Parkinson's UK may co-opt additional College of Expert members for specialist grant applications which lie outside the remit of the existing College of Experts or where the number of conflicts with existing members would preclude obtaining sufficient peer reviews.
- 1.10 College of Expert members must at all times observe the highest standards of propriety involving impartiality, integrity and objectivity within the context of the 'Seven principles of public life' set out by the Committee on Standards in Public Life (see Appendix A).
- 1.11 College of Expert members have a duty to bring an independent judgement to bear on grant applications at every stage of submission and on all issues considered at virtual and face-to-face panel meetings. On appointment, they must undertake to comply at all times with these Terms of Reference, and act in good faith and in the best interests of the charity.
- 1.12 Unless specifically stated otherwise, College of Expert members are appointed as individuals to fulfil the duties of the College, not as representatives of their profession, employer or interest group, and have a duty to act in the interests of Parkinson's UK. Where members declare an organisation's views rather than a personal view, they should make that clear at the time of declaring that view.
- 1.13 The College of Experts role should not be circumscribed by the expertise or perspective he or she was asked to bring to the grants review process. Members should regard themselves as free to question and comment on the information provided or the views expressed by any of the other members, notwithstanding that the views or information do not relate to their own area of expertise. If members believe the College's method of working is not rigorous or thorough enough they have the right to ask that any remaining concerns they have be put on the record.
- 1.14 All College of Experts members should regard it as part of their role to:
 - examine and challenge, if necessary, the assumptions on which scientific advice is formulated and ask for explanations of any scientific terms and concepts which are not clear
 - ensure that the panels have the opportunity to consider contrary scientific views and where appropriate the concerns and values of stakeholders before a decision is taken

- share in the general responsibility to consider the wider relevance of their decisions to the field of Parkinson's research

1.15 These Terms or Reference should be read alongside the College of Experts [Code of Conduct](#).

2. Periods for grant application review, meetings, teleconferences and interviews

- 2.1 Dates for the periods in which you may be requested to review grant applications or attend meetings, teleconferences and interviews will be set at least six months in advance by Research directorate staff in consultation with the Chair.
- 2.2 The agenda for each face-to-face meeting, teleconference or interview will consist of the shortlisted applications and will be circulated by Research directorate staff. Preliminary and full grant applications you have been requested to peer review will be available for College of Expert members to download from the charity's online system (<https://research.parkinsons.org.uk>). All shortlisted applications, along with peer reviews etc. will be available to all College of Experts members attending either face-to-face or virtual panel meetings at least two weeks in advance.
- 2.3 **Project grants:** College of Expert members will be requested electronically to provide independent peer review on preliminary and full project grant applications within a pre-defined time period. One all-day meeting per year is held in central London **or by teleconference** to review project grant applications which have been shortlisted utilising both the lay and scientific peer review scores. It is expected that the College of Experts panel members who have provided the peer review on the full application (including lay review co-ordinators) will attend for the full meeting. At the face-to-face meeting lay representatives will provide their review of the shortlisted application, a chief College of Experts member will be nominated to present a scientific overview of a shortlisted grant application; the additional College of Experts reviewers will then be requested to provide additional comments prior to opening up the application to wider discussion by the attendees. Prior to the face-to-face meeting all College of Experts members requested to attending the meeting will independently review and score each application via an on-line system and once the panel meeting discussions have ended all attending Experts will be asked to re-score each application.
- 2.4 **MRC fellowships:** We are collaborating with the [Medical Research Council](#) to offer jointly funded [Career Development Awards](#) and [Clinical Research Training Fellowships](#). Applications will be shortlisted by the MRC based on the external peer reviews. Shortlisted applicants will be invited to interview by the MRC. Parkinson's UK will be represented on the review panel by one member of the College of Experts, who will have access to the lay reviews.
- 2.5 **Our fellowships:** One set of fellowship interviews per year is held in central London. Interviews are normally attended by the scientific College of Experts members who provided the peer review on the fellowship applications, plus additional members of the College of Experts nominated by Parkinson's UK to provide a broader perspective and up to two lay review co-ordinators.
- 2.6 **Small grants:** College of Expert members will review applications electronically at set times during the year and when required attend teleconferences to review shortlisted applications in each call. A similar review process will take place as for the project grants but all the discussions will take place in virtual meetings.
- 2.7 Recommendations for funding are based on the mean score for each application, which has been submitted via the on-line 10 point scoring system. In the event of a tie, the Chair shall have a casting vote.
- 2.8 In the absence of the appointed Chair or Deputy Chair, the SGCOE members will elect an alternate Chair for the duration of the meeting.
- 2.9 Project grant review meetings will be minuted in full and notes will be taken for teleconferences and interviews by Parkinson's UK staff or their delegates.
- 2.10 The final funding decisions from each grant round will be circulated by email to all College of Experts members and lay grant reviewers involved in specific grant call.
- 2.11 Meetings will be attended by a limited number of staff and other representatives of Parkinson's UK, at the discretion of the charity.

3. Recruitment of the Chair and the Deputy Chair

- 3.1 When the position of Chair becomes vacant, Parkinson's UK will invite applications from suitable candidates. Applications will be assessed by the Director of Research and the Chief Executive, and the appointment will be made by the Director of Research.
- 3.2 The Chair is precluded from applying to Parkinson's UK for research funding for the duration of their term of office.
- 3.3 A Deputy Chair will be appointed by the Deputy Director of Research and the Chair from the membership of the College of Experts. He or she will be eligible to apply for Parkinson's UK funding, either as a principal or co- applicant.
- 3.4 The Chair and Deputy Chair will be invited for a term of three years, which can be extended for up to three years by agreement with Parkinson's UK.

4. Role of the Chair

4.1 Responsibilities of the Chair

- 4.1.1 The Chair has responsibility for ensuring that the College of Experts for all grant types are effective and accountable bodies, and for providing effective strategic leadership in matters such as:
 - encouraging high standards of propriety
 - ensuring that each College of Expert member requested to attend panel meetings has the opportunity to be heard and that no view is ignored or overlooked, using, where appropriate, a structured process which ensures that all views are captured and explored
 - ensuring that the full range of scientific opinion, including unorthodox and contrary scientific views are appropriately considered
 - ensuring that any significant diversity of opinion among panel members is fully explored and discussed and if it cannot be reconciled is accurately reflected in the minutes
 - ensuring that where a decision cannot be reached between applications of comparable scientific merit (which cannot both be funded due to budget constraints), the panel refer back to the average lay review scores
 - ensuring that panel members act in accordance with these Terms of Reference
- 4.1.2 The Chair is responsible for ensuring that the views of people affected by Parkinson's, as reported by the lay review co-ordinators, are considered in all discussions about research grant applications.

4.2 Qualities, skills and experience of the Chair

- 4.2.1 The Chair will be expected to fulfil the following criteria:
 - commitment to the aims and values of Parkinson's UK
 - research experience either in clinical practice (including the allied health professions) or in a university
 - at least a seven-year publication record
 - success in obtaining research grants / awards
 - experience of chairing groups
 - good leadership skills
 - good communication and interpersonal skills
 - willingness to devote the necessary time and effort

5. Recruitment and role of lay review co-ordinators¹

5.1 Recruitment of lay review co-ordinators

- 5.1.1 When positions become vacant on the panels, Parkinson's UK will issue a call for applications from existing lay grant reviewers. Parkinson's UK will assess applications and invite successful applicants to become members of the panel.
- 5.1.2 Parkinson's UK will invite recently appointed lay review co-ordinators to attend a training event which may occur via teleconference or virtual meeting. This will be an opportunity to learn more about the role and meet research team staff, other lay review co-ordinators and scientific members of the College of Experts. Lay review co-ordinators will also receive a copy of the training resource for the role.

5.2 Responsibilities of lay review co-ordinators

- 5.2.1 Lay review co-ordinators are responsible for helping the College's of Experts to assess applications from the point of view of people affected by Parkinson's.
- 5.2.2 In advance of meetings, interviews or teleconferences, the lay review co-ordinators are responsible for collating the views of a group of up to six lay grant reviewers into a report.
- 5.2.3 Lay review co-ordinators are required to always give a fair and concise representation of their group's opinions.

5.3 Qualities, skills and experience of lay review co-ordinators

- 5.3.1 Lay review co-ordinators will be expected to fulfil the following criteria:
 - experience of reviewing in at least one round of project grants and one round of another grant scheme as a lay grant reviewer
 - an understanding of Parkinson's with appreciation of the day-to-day challenges of living with Parkinson's and commitment to the aims and values of Parkinson's UK
 - confidence in public speaking with ability to represent a variety of views in a balanced and impartial manner
 - good writing and computer skills
 - an appreciation of the need for confidentiality in the review process
 - willingness to devote the necessary time and effort
- 5.3.2 It is desirable that lay review co-ordinators have:
 - experience of sitting on panel (of any kind)
 - experience of writing reports

6. Recruitment and role of College of Experts members

6.1 Recruitment of College of Experts members

- 6.1.1 When positions become vacant on The College of Experts, Parkinson's UK will issue an open call for applications through its website and newsletter.
- 6.1.2 Parkinson's UK will assess applications and invite selected applicants to become members of the panel. The Chair will approve new appointments.
- 6.1.3 Where gaps in specific research skill sets on The College of Experts are identified Parkinson's UK may specifically approach relevant individuals for recruitment onto the College.

6.2 Responsibilities of College of Experts members

¹ For further information, please reference the Lay review co-ordinator role description.

- 6.2.1 College of Experts members will be expected to review individual grant applications (preliminary and/or full applications), to attend meetings, teleconferences and/or interviews and to take an active role in discussions on each application and provide written comments and feedback for applicants.
- 6.2.2 College of Expert members must consider the views of people affected by Parkinson's, as reported by the lay review co-ordinators, in all discussions about research grant applications.
- 6.2.3 In Project grant rounds, College of Experts members are responsible for identifying non-shortlisted applications that should be re-considered for the shortlist. The College of Experts member should inform the Research team of the application(s) to be reconsidered and reasons for their concern (researchapplications@parkinsons.org.uk). The Research team will consider all requests and make the final decision on the shortlist.

6.3 Qualities, skills and experience of College of Experts members

- 6.3.1 College of Expert members will be expected to fulfil the following criteria:
- commitment to the aims and values of Parkinson's UK
 - extensive research experience either in clinical practice (including the allied health professions) or in a university where they have gained an indepth knowledge in their specific research field
 - a broader understanding of where their research fits into our understanding of what causes Parkinson's, how it is treated and the development of effective therapies
 - at least a five-year publication record and can demonstrate their research has made an impact in their field of research
 - ideally they should have prior experience in reviewing funding applications and research manuscripts which have been submitted for publication in medical journals or on-line open access publication portals
 - success in obtaining and running effective research grants / awards
 - willingness to devote the necessary time and effort

7. Length of role of College of Experts members

- 7.1 Individuals will be invited to be members of College of Experts for a term of three years. This can be extended for a further three years by agreement between the charity, the Chair and the individual concerned, to ensure a rolling turnover of College members.
- 7.2 Following resignation from the College after two consecutive terms, panel members are eligible to re-apply for College of Experts membership after a period of absence of three years.
- 7.3 A member may resign at any time, without requirement for advance notice, by informing the charity in writing.
- 7.4 Individuals who fail to perform the duties required of a College of Experts member to the standards expected will be removed from the College. Such decisions will be made by the Chair and the Deputy Director of Research.

8. Conflicts of interest

- 8.1 The high standards of integrity expected by the members of the charity and the wider public require College of Experts members to avoid situations in which their duties and other interests conflict or where there could be a suspicion of conflict. When asked to review a proposal, College of Expert members need to consider whether there are any potential conflicts of interest and if so inform Parkinson's UK as soon as possible. Those involved in assessment must not only avoid conflict of interest between reviewers and applicants, but also avoid circumstances that might give the impression there is a conflict of interest. There is nothing inherently unethical in finding oneself in a position of conflict of interest; what is required is to recognise the fact and deal with it accordingly.
- 8.2 It is impossible to prescribe a comprehensive set of rules on interests. Individuals are best placed to know their duties with other bodies and where these might conflict. The question one should ask is: 'Will I benefit either directly or indirectly if this grant is awarded or is not awarded?' If in doubt, individuals should discuss their concerns with the Chair or Research directorate staff at Parkinson's UK.

- 8.3 Before each meeting / teleconference, or when asked to review an application, Research directorate staff will ask panel members to declare conflicts of interest.
- 8.4 Where a conflict of interest exists College of Experts member will not take part in the review process of the application, will not receive the peer reviews, and will leave the room or teleconference during any discussion relating to the application.
- 8.5 If the Chair has a conflict of interest on an identified application he or she will leave the room or teleconference whilst that application is being discussed and the Deputy Research Director or Deputy chairperson will chair.
- 8.6 When the Chair is unable to attend a meeting and the Deputy Chair has a conflict of interest with an application submitted in that round, or in the absence of a Deputy Chair, an interim Chair will be appointed by Parkinson's UK.
- 8.7 Conflicted College of Experts members will not contribute to recommendations or decisions affecting the application during ranking.
- 8.8 The minutes of a meeting will record decisions about conflicts of interests and any withdrawals for particular items. It is the responsibility of the Chair to ensure that this procedure is followed.
- 8.9 An individual who is concerned about another's potential or actual conflicts of interest should raise the issues with the Chair (in private, if possible); this includes issues concerning Parkinson's UK staff. Conflicts of interest may arise from:
- close links with, or interest in, an institution from which a grant or other funding proposal is being considered (eg employment or academic collaborations)
 - a commercial or pecuniary interest (eg where a member or an organisation with which an individual is involved may benefit financially, directly or indirectly, from a decision made)
 - a non-pecuniary interest where a member has other interests that might be thought to influence them, either wittingly or unwittingly
 - personal or family interest with regard to both pecuniary (eg from connections with bodies which have a direct financial interest, or from being a business partner, or being employed by a person with such an interest) and non-pecuniary interests (eg any benefit or favour in kind including arising from membership of clubs or other organisations)
- 8.10 An absolute conflict of interest, where the individual should decline to comment, is when the panel member is:
- a close friend or related to the applicant(s)
 - directly involved in the work the applicant proposes to carry out
 - located at the same department as the applicant(s), co-applicant(s) or project partner(s)
 - working closely with the applicant(s) (for example as a co-author or PhD supervisor) or has done so within the last five years

9. Confidentiality

- 9.1 The College of Experts application reviews, deliberations and decision-making are confidential to allow free and frank expression of opinions and individuals and to avoid premature disclosure of intentions. College of Experts members must agree to treat as confidential all correspondence and documents sent by Parkinson's UK in both electronic and printed format. This may result in members receiving pre-publication or confidential information or proprietary information owned by the applicants. Information contained in confidential documents and applications will be made available on the terms and conditions below.
- 9.2 'Confidential information' means any information contained in the documents and applications that do not fall within the exclusions in paragraph 9.7 below.
- 9.3 Confidential information should be used solely for assessing and making recommendations for research funding on behalf of Parkinson's UK.
- 9.4 College of Experts members will not, without written consent from both Parkinson's UK and the applicant, disclose the fact that an applicant has applied to the charity for support.

- 9.5 College of Experts members will not, without written consent from both Parkinson's UK and the applicant, either disclose confidential information to any third party or use confidential information for any purpose other than the purpose described in paragraph 9.4 above. For the purposes of this paragraph, third party means any party other than a Parkinson's UK employee or a fellow panel member and specifically includes others in a panel member's place of work.
- 9.6 It is understood that the foregoing restrictions on use and disclosure shall not apply to information which:
- was in the public domain or which subsequently becomes part of the public domain by publication or otherwise, except by your wrongful act
 - was in a panel member's possession and was not acquired directly or indirectly from Parkinson's UK or the applicant
 - was received by a panel member from a third party who did not acquire the same directly or indirectly from Parkinson's UK or the applicant and who did not require you to hold the same in confidence
- 9.7 Papers and minutes in any media format must not be disseminated or discussed outside of the review process and should be kept secure and appropriately disposed of after the review process is complete (electronic files should be deleted securely and paper copies shredded).
- 9.8 Parkinson's UK will not use comments provided by College of Experts members for any purpose other than is necessary for the peer review / funding process and will not disclose them to any person except as is required for the peer review / funding process or as is required under the Data Protection Act 1998 (or any other law or regulation to which Parkinson's UK is or may become subject).
- 9.9 Parkinson's UK will only release anonymised College of Experts comments to applicants. Parkinson's UK will not release College of Experts members' names in connection with any specific comments that are released under the Data Protection Act 1998 without first obtaining permission to do so.
- 9.10 A list of College of Experts members and professional affiliations (where applicable) is publicly available on the charity's website. Further details of panel members will only be provided following permission from the member.

10. Communication of funding decisions

- 10.1 Only the Chief Executive, or those members of Parkinson's UK staff authorised to act on his or her behalf, may communicate funding decisions.
- 10.2 In reporting the outcome of funding rounds special care will be taken to keep confidential any part played in discussion by individual College of Experts member, to maintain the convention that any decision is the collective responsibility of the whole panel and to safeguard the anonymity of any referees. College of Experts members should resist any request for information or for explanation of how a decision was reached.

11. Expenses

- 11.1 All reasonable travel and subsistence costs incurred by the College of Experts members in the completion of their duties shall be reimbursed by the charity in accordance with its Volunteer Expense Policy (see Appendix C).
- 11.2 The charity's policy does not allow for reimbursement of first or business class travel.

12. College of Experts Member support

- 12.1 The Research team can assist with enquiries (please contact on researchapplications@parkinsons.org.uk).

13. Review

- 13.1 The charity will revise these Terms of Reference on a regular basis and notify College of Experts members of amendments.

Appendix A

The seven principles of public life (Nolan principles)²

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

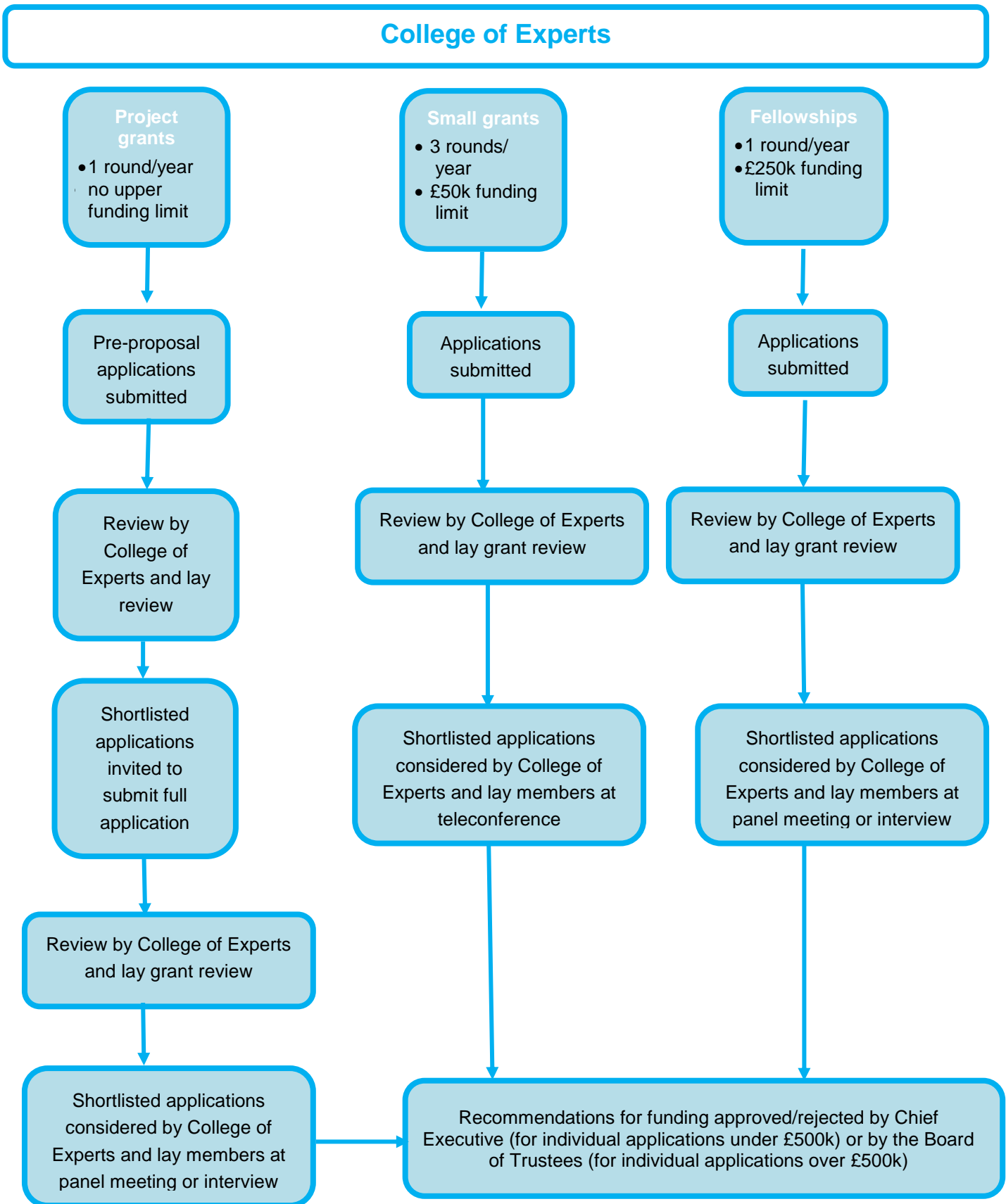
Leadership

Holders of public office should promote and support these principles by leadership and example.

² First Report of the Committee on Standards in Public Life, Cm 2850-I (London: The Stationary Office, October 2001).

Appendix B

Parkinson's UK grant schemes and approval processes



Please see our [website](#) for more information on all our grant schemes.

Appendix C

Parkinson's UK volunteer expense policy

As a Parkinson's UK volunteer, you are entitled to claim reasonable, actual, out-of-pocket expenses incurred whilst volunteering. In line with national standards of good practice in supporting volunteers we are committed to ensuring that no volunteer is out of pocket because of expenses incurred when volunteering for Parkinson's UK.

1. Travel

Public transport

Standard class public transport should be used when travelling on behalf of Parkinson's UK. Volunteers should book tickets as far in advance as possible, making use of any concessions, special offers or discounts. This includes bus, coach, train, tram, ferry and where appropriate, air travel.

Tickets purchased must be for journeys made on behalf of Parkinson's UK only. If you are using a pre-pay scheme such as Oystercard, a print-out of the individual journeys made should be submitted, highlighting which journeys are being claimed for.

We are unable to reimburse any form of season ticket as these can be used for other journeys so are classed as a taxable benefit by HMRC.

Any volunteers wishing to travel by first class can pay the supplementary amounts themselves if they are happy to, but this will not be reimbursed.

Taxis

Taxis should only be used when considered essential, and where public transport is not practical, accessible, safe, or where there is an emergency. When planning to use a taxi, we advise volunteers to provide a quote or estimation to their named contact in advance for approval.

Driving private vehicles

If public transport is impractical or more expensive than the cost of using a private vehicle, we will reimburse the cost of travel at the following set mileage rates:

The first 10,000 miles in the tax year	Over 10,000 miles in the tax year
Car - 45p per mile Motorcycle - 24p per mile Bicycle - 20p per mile	Car - 25p per mile Motorcycle - 24p per mile Bicycle - 20p per mile

The above rates are set by HMRC and are effective as of 6 April 2011. Volunteers and staff should be aware that these rates are reviewed annually by HMRC and any changes are at the discretion of Parkinson's UK. The current rates will be clearly printed on the volunteer expenses claim form and Parkinson's UK will ensure this is kept up-to-date to reflect any changes to the mileage rates.

Parking costs, toll and congestion charges can also be claimed for where necessary; however, we do not reimburse parking fines or speeding tickets under any circumstances.

2. Subsistence and overnight accommodation

Food and drink

When volunteering for a full day (over 5 hours) and lunch is not provided, we will reimburse the cost of lunch up to the value of £10. We also understand that if someone volunteers for a particularly long day or during the evening they may need additional subsistence; in such circumstances the cost of additional subsistence up to the value of £10 may be claimed.

If staying overnight as part of your volunteering, dinner can be claimed up to a maximum of £20 and breakfast, where not included with accommodation, can be claimed up to a maximum of £5. Under no circumstances are we able to reimburse the cost of alcoholic drinks.

Overnight accommodation

Very occasionally volunteers may need to stay overnight to attend training or an event related to their volunteer role. If staying inside the M25 up to £140 per night may be reimbursed, outside the M25 £90 per

night may be reimbursed. Volunteers who require accommodation for meetings or events at UK Office should consult their named contact as it may be possible to book and pay for a hotel room centrally using an account we have with a local hotel.

3. Professional support and administration

Professional support and carer costs

If a volunteer needs the help of a professional carer or requires support for additional needs to volunteer, then we will meet the costs of this. The type of support required will depend on the volunteer's individual needs, but may include: assistance during travel, a sign language interpreter, translator or a hearing loop. We will meet the costs of subsistence and travel for professional carers in line with the agreed limits set out in this policy and where necessary, the actual cost of any fees incurred in the use of the services of a professional carer will also be reimbursed up to a maximum of £20 per hour where agreed in advance with the volunteer's named contact. Parkinson's UK will also cover the cost of any equipment required by a volunteer to carry out their role.

We also recognise that many of our volunteers are themselves carers for people with Parkinson's. Whilst we cannot allow volunteers to bring the person they care for along to meetings or training outside of their regular volunteering hours, we understand that alternative arrangements may need to be made. Where a volunteer is the main carer for a person with Parkinson's, Parkinson's UK will reimburse actual costs of care provided by a professional carer up to a maximum of £20 per hour where agreed in advance with the volunteer's named contact.

Administration costs

There may be times when volunteers incur administration costs undertaking their role, for example, when making phone calls, printing materials or sending letters on behalf of Parkinson's UK. We can reimburse the costs of phone calls, stationery and postage when supported by receipts or an itemised bill.

We are unable to reimburse the costs of furniture, utilities including gas, electricity, broadband/phone line installation and rental costs or computer equipment.

4. How expenses are claimed and payment made

Expenses will be claimed back by submitting a scanned completed volunteer expense claim form and receipts by email to researchapplications@parkinsons.org.uk or a hard copy of the form and receipts by post to:

Research
Parkinson's UK
215 Vauxhall Bridge Road
London SW1V 1EJ

To avoid volunteers being out-of-pocket for long periods of time, we are committed to processing all volunteer expense claims within four weeks from the date the form was submitted; however, you can usually expect to receive them in around two weeks. If information is incorrect or missing, we will strive to contact the volunteer as quickly as possible to resolve the issue.

To ensure volunteering at Parkinson's UK is accessible to all, volunteers have the option of receiving their expenses by bank transfer (BACS) or by cheque.