*Q Exchange 4*
*Shortlisting panel briefing note*

Thank you for your interest in becoming an assessor for [Q Exchange 4](https://q.health.org.uk/get-involved/q-exchange/).

## What is Q Exchange?

Q Exchange is Q’s participatory funding programme, jointly funded by the Health Foundation and the NHS, in partnership for digital health and care. This year there is a total of £800,000 funding available for Q members to develop project ideas and submit bids for up to £40,000.

This year we are seeking project ideas on the theme of ***Bringing together the worlds and methods of improvement and digital, to enable better outcomes and faster, more sustainable change****.*

Up to 30 projects will be shortlisted to go forward to the Q community online vote in May 2022. Through voting, Members will decide which projects should receive funding and we will announce the winners in June 2022. More details about the process and timeline can be found on the [Q website](https://q.health.org.uk/get-involved/q-exchange/).

## How will projects be shortlisted?

Applications will first be checked for eligibility by the Q Exchange team before distributing assessments to panels. Assessors will be assigned a panel group based on their availability, forming panels of approximately three assessors each. Each panel and assessor will then be randomly allocated approximately 10 applications. Assessors will be required to independently review and take notes on the applications against the assessment criteria. Assessors will then come together as a group to decide which applications the panel recommends as progress and reject. The funders will review the recommendations from the panels to decide which 30 projects will be shortlisted and put forward to the Q community vote in May.

## Who can be on a panel?

* Both Q and non-Q members.
* It is desirable (although not essential) that assessors have some experience of assessing and/or decision making for funding applications.
* Assessors will need a good understanding of the Q community and act in accordance with the [Q compact](https://q.health.org.uk/community/our-compact/).

Please note that Q Exchange 4 project leads are not eligible to become assessors.

## Assessment requirements

* Assessors will be allocated approx. 10 applications each.
* Assessors must be willing to participate, share their knowledge and experience, and provide constructive and objective comments on the applications.
* Assessors will need to be available between **Wednesday 6 April and Friday 22 April 2022** to independently review assigned applications (circa 1-2 days) and on **one** of the proposed virtual panel meetings (3 hours) between these dates.
* Panel meetings will take place virtually.
* Assessors will need access to the internet, a phone/laptop for video conference facilities, emails and Microsoft Excel.

Please note that this is a voluntary role.

## Apply to become an Assessor

If you are interested in becoming an assessor, please fill out this [short online form](https://survey.eu.qualtrics.com/jfe/form/SV_3TMuXQXzBI5Rn6Z?dm_t=0,0,0,0,0) **no later than Tuesday 22 March 2022.**

If you have any questions or would like to know more about the process, please contact the Q Exchange team: QExchange@health.org.uk.