



Institute  
and Faculty  
of Actuaries

## The Institute and Faculty of Actuaries

### Research Peer Review Pool

The Institute and Faculty of Actuaries (IFoA) Research and Knowledge Team is seeking to build up a pool of volunteers who have an interest in research and are in a position to review research outputs on an ad hoc basis. The volunteers will form a virtual group known as the Research Peer Review Pool.

#### “Task” and “Person” Specification:

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As subject matter experts, volunteers will be approached from time to time to request they carry out a review of:

- sessional meeting papers prior to presentation
- other research papers prior to publication – this could include volunteer working party research or commissioned research by third parties, such as universities
- conference presentations where there is substantial research content
- books for the Annals of Actuarial Science
- other research-related outputs that are deemed to require expert input, such as Longevity Bulletin articles.

##### Tenure

This is an ongoing position and it is hoped that volunteers will agree to be part of this group for at least a period of a year but may of course stand down at any time by notifying the IFoA.

##### Time Commitment

This will be dependent on each individual’s availability and contribution. Over the course of the year, research outputs are produced by working parties or third parties working for the IFoA. Volunteers will be approached to ask if they can assist with the above tasks when a research topic relates to their subject expertise and there are outputs that require review. At that time we will advise you of the timescale for the review and you will be able to say if you are able to provide assistance at that time. By having a pool of volunteers this will allow us to reach out to the relevant group and to seek your support.

##### “Person” Specification

We are primarily seeking support from Fellows, Honorary Fellows, and Associates of the IFoA. Offers of support from Affiliates and Student members will be considered provided the individual can demonstrate they have suitable experience to be able to critique research as a subject matter expert. Ideally all volunteers will:

- be subject matter experts in one or more of the IFoA’s practice areas

- have a keen interest in research.

It would also be desirable if volunteers also had one or more of the following:

- excellent time management and the ability to work to deadlines
- excellent written communication skills
- an ability to apply expert judgement and critique objectively
- excellent decision making
- experience of conducting research in a commercial or academic environment
- experience of publishing own research findings
- experience of peer reviewing research proposals and/or research outputs such as journal papers or reports.

As this is a virtual group and volunteers can carry out this task from anywhere in the world, we encourage offers of support from all suitably qualified members.

**January 2016**