

TERMS OF REFERENCE: RESEARCH GRANTS COMMITTEE

PURPOSE: This committee is responsible for the research grants application process.

OVERALL RESPONSIBILITIES: Including but not limited to preparing a call for applications, reviewing, and scoring applications, and making a recommendation to the Executive Committee for winning applicants. We are also responsible for overseeing the review of the Fernand Labrie Distinguished Investigator Award.

COMPOSITION:

CHAIR: The Chair is elected by the membership to serve as a voting member of the Board of Directors. The Chair serves a two-year term unless they have been appointed by the Board of Directors to serve out a vacancy. The Chair of this committee serves as a voting member of the ISSWSH Board of Directors.

MEMBERSHIP:

- Members may be identified by the Chair or any Member in good standing may complete the Committee Interest form to be considered for membership of the committee. At the Chair's discretion a proposed committee will be presented to the President for approval. Official invitations will be sent on behalf of the President inviting individuals to serve. Upon acceptance, membership status must be verified, and the person notified that they now serve as a member of the committee.
- To fulfill the purpose of the committee and adequately manage the various responsibilities of this committee, the ideal number of members is up to 20.
- The work of this committee may be best served by assigning individuals with certain titles/roles in which they directly support. Those positions and specific responsibilities are:
 - There are currently no specific assigned roles or titles to others on the committee
- Committee Members will serve a term of (1 year) or until the term of the Chair ends. A Member may serve consecutive terms but needs to be reappointed by the President on an annual basis.

LIAISONS

- Executive Committee: Linda Vignozzi
- Staff: Bobbi Hahn

COMMITTEE MEETINGS:

- Ideally the committee will meet in January, if necessary, following the review of grant applications.
- Minutes/Reports: Minutes serve as a record of meetings that take place by the committee. At the request of the Chair and with permission of the participating members, the meeting may be recorded. The committee must submit at least one written report a year, which is typically presented at the Annual Meeting of the Board of Directors. Additional written or verbal reports may be presented by the Chair or at the request of the Executive Committee or Board of Directors.

COMMITTEE SPECIFIC ACTIVITIES/PROCESSES:

- The chair will review the grant application in the summer prior to the initial call for applications. They will ensure that the grant application and the review documents meet the DEI guidelines and encourages applications from everyone.
- Grants are typically due mid-December with the goal of having reviews returned and funding recommendations to the board by February. The grant recipients should be approved so awards may be announced at the annual meeting in March.
- The chair will assign grants to committee members based on their areas of expertise and avoiding potential conflicts of interest. The goal is to have three reviewers per grant. Reviewers are given a ~month to review the applications.

TERMS OF REFERENCE: RESEARCH GRANTS COMMITTEE

- Following the review of the grants, a committee meeting can be held, if necessary, to assist with the decisions for recommendations of funding.
- The chair will confer with the EC liaison on the recipients who were recommended for funding prior to requesting approval by the board.
- All trainees who submitted grants will be notified of the outcome of their grants and provided with comments or feedback from the reviewers.