

IWK Scientific Review Committee (SRC) Terms of Reference
(Document Control: 29 October 2024)



A. Purpose:

The purpose of the Scientific Review Committee (SRC) is to review and evaluate research applications based on scientific merit.

B. Functions/Responsibilities

The SRC will review and make a recommendation to the Vice President, Research & Innovation (VPRI) on proposals submitted under the following established competitive research support Programs of IWK Health:

1. Mentored Grant
2. Project Grant
3. Summer Studentship
4. Translating Research into Care

The SRC will:

1. Review and evaluate applications based on scientific merit.
2. Make recommendations.
3. Recommend new Programs and modifications to existing ones if/when needed.
4. Upon request, advise the Research Ethics Board (REB) on the scientific merit and validity of proposals to REB that require such review.
5. Act as advisor to VPRI on matters of scientific merit.

C. Committee Composition:

The SRC is comprised of:

Chair: Vice President, Research & Innovation

Membership: Members are appointed by the IWK Vice President Research and Innovation. Appointed members reflect a breadth of IWK research experience and disciplines, as well as Equity, Diversity, Inclusiveness, Reconciliation and Accessibility principles. Members will serve a term of up to three years, renewable. The Chair may invite researchers from the research community to attend a meeting to assist the Committee as needed. All members attending the

meeting have a single vote. Conflict of interest guidelines have been established.

The Committee will consist of 11 members:

1. Eight members of the committee may include clinicians, nurses, allied health professions, basic and social scientists
2. One innovation consultant
3. One Health Centre administrator
4. One Scientific Officer (Non-Voting).

D. Committee Support:

Administrative support to the SRC is provided by Research & Innovation Advancement.

E. Quorum

60% of membership shall constitute a quorum.

F. Meeting Schedule

The Committee will meet 3-4 times per year following the submission deadline for each competition.

G. Committee Evaluation:

Under the purview of the VPRI, the committee mandate and function will be assessed annually in conjunction with the IWK Board of Directors reporting.

H. Decision Making

The SRC provides a consensus score with recommendations and advice to the VPRI.

I. Reporting

The Committee Chair will provide a report of the SRC's activities to the IWK Board of Directors annually, or as required.

Approved by Director, Research & Innovation Advancement: October 30, 2024