

IWK Research & Innovation Advisory Committee

Terms of Reference

Purpose

The IWK Research and Innovation Advisory Committee (IWK-RIAC) is an advisory committee to the IWK. The purpose of the IWK-RIAC is to advise on research and innovation capacity and impact at the IWK. The IWK-RIAC is a forum for members of IWK departments and research centres located at the IWK to provide advice to inform:

- 1) Research and innovation strategy development at the IWK.
- 2) Opportunities to enhance and facilitate research and innovation at IWK.
- 3) Communication regarding research and innovation at IWK.

Advice provided by the IWK-RIAC shall be considered by the IWK Vice-President Research & Innovation (VPRI) and the Executive Leadership Team.

Functions/Responsibilities

The IWK-RIAC will:

- 1) Advise on research and innovation strategy, including strategic, institutional research goals, including:
 - a. Annual report on strategic goals and indicators.
 - b. Annual report on internal and external grant programs.
- 2) Advise on establishing and monitoring indicators of research and innovation strategy outcomes.
- 3) Advise on identifying opportunities to develop, enhance and facilitate research and innovation at IWK, including:
 - a. Annual review of programs, program development, implementation, devolution.
 - b. Collaboration with industry, universities, government, and other partners.
 - c. Identifying and advising on obstacles to research and innovation.
 - d. Advise on ways to enhance and facilitate data access, management and sharing, to better support research and innovation.
- 4) Facilitate communication within and across departments and research centres located at IWK.
 - a. This includes the expectation that RIAC members will reach out to people for input and disseminate information to people.

Committee Composition

- 1) The IWK-RIAC Chairperson is appointed by the IWK President/CEO. The IWK-RIAC Chairperson is the VPRI.
- 2) Members are appointed by the IWK President/CEO upon recommendation from IWK VPRI. Appointed members reflect a breadth of IWK research and innovation experience and disciplines, as well as equity, diversity, inclusion, reconciliation, and accessibility (EDIRA) principles. Members will serve a term of up to 3 years, renewable once. Trainee members will serve a term of up to 2 years. Members are ex-officio, except Members-at-large. Members are non-voting. The IWK-RIAC composition includes (members can represent more than one position):
 - a. Directors of Research of IWK Clinical Departments (up to 3 members).
 - b. Directors of IWK Research Centres/Groups (up to 3 members).
 - c. Members-at-large (up to 3 members), including IWK researchers with significant University links and reflecting a range of career stages.

- d. Trainee with significant research and/or innovation commitment (1 member).
- e. IWK Research & Innovation Advancement Director (1 member).
- f. IWK Innovation lead (1 member).

Committee Support

The administrative assistance support to the IWK-RIAC is supported by the office of the VPRI.

Quorum

50%+1 of membership shall constitute quorum.

Meeting Schedule

The IWK-RIAC shall meet on a quarterly basis or at the request of the Committee Chair.

Committee Evaluation

The committee will annually review its mandate and will undertake an annual self-assessment of its performance. The Committee Chair will provide a report of the annual self-assessment of the IWK-RIAC to the IWK Executive Leadership Team.

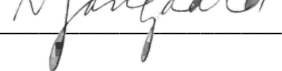
Decision Making

The IWK-RIAC provides recommendations and advice.

Reporting

The VPRI will provide a report of IWK-RIAC's activities to the IWK Board of Directors annually, or as required.

Approvals

Approved by IWK President/CEO:  Date: June 4, 2025

Document Control

Date	Name(s)
April 25, 2024	First draft emailed to RIAC for review at the meeting.
July 22, 2024	Revised version created and sent over email for comments and/or ratification.
Feb 6, 2025	Final version sent over email for final endorsement.
Feb 7, 2025	Final version resent over email for final endorsement.
Feb 21, 2025	Terms of Reference Approved by Members.