

TERMS OF REFERENCE

A. Purpose:

The purpose of the 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 research support Programs of IWK Health:

- Mentored Grant
- Project Grant
- Summer Studentship
- Translating Research into Care

C. Nature and Scope:

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.

D. Committee Composition:

Chair: Vice President, Research & Innovation

Membership:

Members are appointed by the IWK VPRI. 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 3 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 10 members:

- Eight members of the committee will include physicians (3), basic and social scientists
- One innovation consultant
- One Health Centre administrator
- Scientific Officer nominated by the VP (Non-Voting).
- For TRIC studies two additional Health Centre administrators at the Director or Manager level

will be added to bring Committee Membership for TRIC applications to 12 members.

E. Committee Support:

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

F. Quorum:

60% of membership shall constitute a quorum.

G. Meeting Schedule:

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

H. Committee Assignments:

All Committee members will read each application prior to the meeting. In addition, members will be assigned a subset of these applications to review as one of two reviewers, or as a reader.

I. Committee Process:

Reviewers must submit their scores and written reviews no later than one week prior to the meeting date to enable the Chair to review for content and prioritize discussion. The reader is only required to provide a score. In instances where a reviewer is absent, their review and score will be presented in absentia by the Chair, and the consensus score will be agreed to by the reviewers present. Committee members should be familiar with the objectives of the projects and the applicant's experience for all applications being reviewed at the meeting. Committee members will cast scores at the meeting following the discussion of each application.

For detailed Committee process see [Committee Process](#)

J. Decision Making:

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

K. 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 Vice President, Research & Innovation _____(date)

Approved by Director, Research & Innovation Advancement: _____(date)