



Research Evaluation Panel (REP)

Terms of Reference

The Terms of Reference governs the operations of the Research Evaluation Panel. The Board of Directors and the Scientific Advisory Committee (SAC) shall review and reassess the Terms of Reference annually.

1.0 Purpose

The purpose of the REP is to carry out, on behalf of the Emergency Medicine Foundation (EMF), a review process for emergency medicine:

- Trainee Grant applications
- Staff Specialist Grant applications
- Project Grant applications
- Program Grant applications
- Capacity Building Grant applications
- Research Scholarship applications

2.0 Term

This Terms of Reference is effective from 17 February 2015 and are ongoing until terminated or modified by the EMF Board of Directors.

3.0 Membership

The REP is comprised of:

- One (1) Chair;
- One (1) Co-Chair; and
- A number of appropriately qualified reviewers from a pool of grant reviewers to have each grant application reviewed in detail by at least two reviewers for Trainee and Staff Specialist grant schemes and at least three reviewers for Project Grant, Program Grant, Research Scholarship and Capacity Building grant schemes.

The REP membership will include a diversity of expertise, gender, geographic location and institute affiliation to ensure balanced representation. The position of Chair and Co-Chair is decided by the Board of Directors based on recommendations by the SAC if required. Membership to the REP is by invitation only from the GM acting on advice from the SAC, SGC or Board of Directors.

4.0 Terms of Membership

The term of REP Chair and Co-Chair is three (3) years. There is no limit to the number of times the REP Chair and Co-Chair can be re-elected. Members of the grant review pool have no fixed term.

5.0 Roles and Responsibilities

The REP is accountable for:

- Reviewing grant applications against set criteria
- Enabling the provision of constructive feedback to applicants
- Making recommendations for fundable projects, and under what caveats, if any
- Ranking fundable grant applications by score in order of quality based on the scoring matrix

- Recommending grant applications for funding to the Strategic Grant Committee (SGC) and the EMF Board of Directors.

The membership of the REP will commit to:

- Attending scheduled meetings
- Communicating and informing EMF of anything relevant to the successful grant administration process
- Making timely decisions and taking action so as to expedite any EMF processes
- Notifying EMF as soon as practical of any matter that may be deemed to affect the work of the REP.

Members of the REP will expect:

- To be given clear reviewer guidelines to follow
- That each member will be provided with complete and accurate grant applications in a timely manner
- To be given reasonable time to make key decisions on review
- To be alerted to potential risks and issues that could impact the REP responsibilities both before and as they arise
- Open and honest discussions
- Ongoing 'health checks' to verify the overall status and 'health' of the panel
- Due respect for their expertise and willingness to contribute to the work of the REP.

The Chair of the REP is accountable for:

- Transparent discussion
- Use REP scoring matrix as a guide
- Encourage comments but ensure the focus of the discussion is on the score matrix
- Approve feedback to reviewers
- Provide a report to SGC if required

The Co-Chair of the REP is accountable for:

- Serving in the absence of the Chair
- Assisting the Chair with the responsibilities of their role.

6.0 Meetings

- All meetings will be chaired by the Board-appointed Chair
- Meeting agenda's and minutes will be managed by EMF, this includes:
 - Preparing agendas and supporting papers
 - Preparing meeting notes and information
 - Providing feedback to applicants
- Meetings will be held for each grant round at EMF offices or by video or teleconference
- Exceptionally, members of the REP may contribute to the process of an REP meeting by electronic participation.

7.0 Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified only with the written approval of the EMF Board of Directors and GM.

8.0 Deliverables

The REP will provide recommendations for grant application outcomes based on agreed criteria to the EMF Board of Directors. If the number of fundable applications exceeds the allocated grant budget or recommended adjustments to the application(s) budget then the SGC will be convened and the REP will provide recommendations based on agreed criteria to the SGC for recommendation to the EMF Board of Directors.

9.0 Jurisdiction

The REP is not constituted as an ethics committee, nor is it held to be qualified in these matters. The REP may not reject a grant on ethical grounds. Applicants must demonstrate that the ethics approval process has commenced as part of their full application. The REP will assess on the scientific merit of an application.

10.0 Governance

The REP will report its findings to EMF and the SGC.

11.0 Operations of the REP

Members of the REP may communicate by phone, meetings, email, mailing lists etc. Discussions about EMF matters may be reported back to EMF. If a member wishes to add an item to the agenda of the meeting, the member must contact EMF at least five (5) working days prior to a scheduled REP meeting.

Decisions on merit for funding are made by majority. Scores will then be used to rank the applicants that are deemed worthy of funding in order of quality of applications based on scoring matrix.

Recommendations from the REP and communication to the REP from the EMF Board, SAC or SGC may be taken by the EMF representative nominated by the GM or the REP Chair.

12.0 Disclosure of personal details

For transparency, the REP, members' name, qualifications and current position (title and institution) will be listed on the EMF website and in the Annual Report. A copy of each member's CV will be saved on the EMF share drive accessible to the Board of Directors and EMF staff.

13.0 Confidentiality

REP members are required to sign the EMF Confidentiality Undertaking and must agree not to disclose confidential information acquired in the course of their activity as member of the REP. REP members must not use such confidential information other than for the purpose of performing their function as a member of the REP. REP members agree to take all reasonable steps necessary to ensure that the confidential information is kept confidential, including secure storage of documents and protection from unauthorised use of their EMF access permissions including access to EMF's grant software.

REP members must agree to keep all details of applications and the review process and content confidential. Outcomes of applications may only be discussed with a named investigator or parties related to that investigator or EMF. Funding outcomes must remain confidential until approved by the EMF Board of Directors. While the membership of the REP may be publicly disclosed, the identity of any assessor providing an external assessment to the REP must not be disclosed.

14.0 Conflict of Interest

'Conflict of interest' is inevitable, particularly in a focused area of research. The key principle of Conflict of Interest is that any potential Conflict of Interest at any level (direct or indirect) must be disclosed and the ensuing action to address that (agreed upon by the REP) will also be documented and kept on file.

Conflict of Interest for REP members will generally fall into the following categories:

- Close family/friend,
- Members who have published or obtained grants together with an applicant in the previous three (3) years
- Members who are from the same grouping or department.

A panel member who is directly or indirectly conflicted in the consideration of an application should not score or rank that application and should be absent from any discussion or decision regarding that application.

15.0 Payment terms

The Chair, Co-Chair and panel members of the REP will receive sitting fees using the Remuneration Tribunal Determination as a guide.

Sitting fees will cover face-to-face meetings, video or teleconferences and a reasonable estimate of preparation time for the review of grant applications.