



# Strategic Grants Committee (SGC)

## Terms of Reference

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The Terms of Reference governs the operations of the Strategic Grants Committee (SGC). 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 SGC is to:

- Conduct a review process to provide recommendations to the Emergency Medical Foundation (EMF) Board of Directors on grant applications when funding decisions need to be made based on strategic direction and impact
- Consider requests approval for change in scope of EMF funded projects
- Consider matters referred to it by the Board of Directors

### 2.0 Term

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

### 3.0 Membership

The SGC is comprised of a minimum of three (3) and a maximum of six (6) members:

- One Chair (external)
- One representative from the EMF Board of Directors
- Chair, Research Evaluation Panel
- Up to three (3) additional reviewers from a pool of experts who provide knowledge in specialist areas such as intellectual property, translation and investment strategy.

The position of Chair and membership of the SGC is decided by the Board of Directors, who may seek nominations from Emergency Physicians working in Emergency Departments at Queensland Hospitals.

On acceptance of membership of the SGC a member will receive an information pack about EMF and will be required to sign a declaration stating that they understand the role they play at EMF.

### 4.0 Roles and Responsibilities

The SGC is accountable for:

- Ensuring appropriate selection of research projects
- Reviewing grants for impact and strategic direction if more fundable grants than available funds as decided by the EMF Research Evaluation Panel (REP)
- Reviewing grants referred by the REP regarding issues outside the scoring matrix of the REP (such as impact, feasibility, legal issues, budget etc.)

The membership of the SGC will commit to:

- Understanding the core business of EMF and agree to adhere to the strategic direction of EMF

- Attending scheduled meetings
- Wholeheartedly champion the EMF strategic direction within and outside of work areas
- Communicating and informing the EMF Board of Directors of anything relevant to the successful outcomes of the SGC responsibilities
- 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 SGC.

Members of the SGC will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner
- To be given reasonable time to make key decisions
- To be alerted to potential risks and issues that could impact the SGC responsibilities both before and as they arise
- Open and honest discussions
- Ongoing 'health checks' to verify the overall status and 'health' of the committee
- Due respect for their expertise and willingness to contribute to the work of the SGC.

## 5.0 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
- Meetings will be held only if required. If required, a meeting will be convened after every grant round held two (2) times a year for two to three hours maximum for SGC members to attend or participate by video or teleconference
- Exceptionally, members of the SGC may contribute to the process of an SGC meeting by electronic participation
- Ad hoc meetings, teleconferences and email communication will occur throughout the year on an as needs basis.

## 6.0 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 the General Manager (GM).

## 7.0 Deliverables

The SGC will:

- Support funding priorities identified in the EMF strategic plan
- Provide recommendations to the EMF Board of Directors

## 8.0 Resources and Budget

The SGC must acquire approval from the EMF Board of Directors if it needs additional resources and/or funding.

## 9.0 Governance

- The SGC report to the EMF Board of Directors
- The SGC Chair may be required to attend EMF Board meetings
- A meeting quorum will be half the membership plus one
- The SGC Chair will have the casting vote in the case of a tied vote.

## 10.0 Operations/Communications

Members of the SGC 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 SAC meeting.

Decisions are made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, SGC Chair makes the final decision.

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

## 11.0 Disclosure of personal details

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

## 12.0 Confidentiality

SGC 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 SGC. SGC members must not use such confidential information other than for the purpose of performing their function as a member of the SGC. SGC 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.

SGC 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 SGC may be publicly disclosed, the identity of any assessor providing an external assessment to the SGC must not be disclosed.

## 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 SGC) will also be documented and kept on file. Conflict of Interest for SGC 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.

## 13.0 Payment terms

There are no payments for performance of SGC duties however reasonable travel expenses may be reimbursed upon submission of receipts to the EMF secretariat.