



GRANTS ASSESSMENT COMMITTEE

TERMS of REFERENCE

Date: 15 April 2021

Date for review: April 2023

ROLE

To provide expert review and assessment of applications for the National Research Program, including research scholarships, fellowships, project grants, and grants-in-aid, and to make recommendations for funding to the Board of Arthritis Australia.

RESPONSIBILITIES

The Grants Assessment Committee is responsible for:

- a. Undertaking a peer review process for research grants applications.
- b. Assessing and rating applications.
- c. Creating an order of merit for funding under each grant category.
- d. Making recommendations to the Board on proposals to be funded within each category of grant allocations for the year.
- e. Acting in accordance with the Principles and Guidelines for the National Research Program, as attached to these Terms of Reference.

MEMBERSHIP

The Grants Assessment Committee is a Committee of the Arthritis Australia Board.

- a. The Committee comprises of up to 10 ordinary members, plus 2 consumer members with arthritis or other musculoskeletal diseases and the Medical Director.
- b. The Committee Chair is appointed by the Board. A Deputy Chair will be selected from the members and will act as the Chair when required.
- c. Members of the Grants Assessment Committee are appointed by the Arthritis Australia Board based on the recommendation of the Chair of the Committee, in conjunction with the Medical Director.
- d. Ordinary members are selected from individuals with appropriate research credentials, experience and current standing, who collectively are able to provide ample expertise to assess and rate competing research applications covering a range of research topics within the musculoskeletal diseases area.
- e. The two health consumers are nominated by the Consumer Director, based on advice from the Consumer Advisory Panel, to bring a consumer perspective to the assessment of grant applications.

e. The CEO of Arthritis Australia may attend meetings to provide a conduit to Arthritis Australia work plans, policies, and strategy.

f. Positions on the Grants Assessment Committee are honorary positions.

g. Members are appointed for a 3-year term with an option for re-appointment, with a maximum of 2 terms, except when the appointments need to be sequentially changed, and on the approval of the Board, the terms may be extended for this purpose.

OPERATING PROCEDURES

a. Meetings

The Grants Assessment Committee will meet at least once a year by videoconference, with an additional face to face meeting, if required.

Agenda and annual work plan will be prepared by the Grants Assessment Committee Chair, in association with the Medical Director and the CEO of Arthritis Australia.

Each meeting will include consideration of potential conflicts of interest. A Conflict of Interest Declaration form will also be completed by Grants Assessment Committee members on an annual basis.

b. Quorum

One Chair and 5 members represents a quorum. If a quorum is not reached for a meeting, the meeting will be rescheduled to another time.

c. Reporting

A record of the Grants Assessment Committee meeting will be taken and circulated to Committee members and to Arthritis Australia Board meetings.

d. Committee support

Secretarial support will be provided to the committee by Arthritis Australia research administration staff.

Members of the Grants Assessment Committee will be provided with the following support from Arthritis Australia:

- Briefing on grant categories, any restrictions or conditions for each available grant and the amount of funding allocated for each grant for the year.
- Administrative support for meetings, including co-ordinating meeting arrangements, distribution of documentation, and record of meeting and outcomes including scores, ranking and budget adjustments for each grant where applicable.
- Support for travel, accommodation and any pre-approved reasonable incidental costs to attend a face-to-face meeting.

e. Insurance

Members of the Grants Assessment Committee are covered by the Arthritis Australia Director and Officer Public Liability Insurance.

f. Other related committees

Other groups established by Arthritis Australia will from time-to-time work alongside the Grants Assessment Committee. These include:

- The Consumer Advisory Panel
- The Scientific Advisory Panel
- Project specific advisory groups (e.g., Research strategy review group)

g. Evaluation and review

The Committee will evaluate its performance, membership and review these terms of reference biennially. The Board must approve amendments to membership and the Terms of Reference.