

Research & Grants Committee

Terms of Reference

Including Roles and Responsibilities

Background

ASUM Council is responsible for establishing a system of organisational governance that will ensure strong leadership and control over ultrasound training and education. Constitutionally the ASUM Council may delegate any of its powers and/or functions to one or more committees consisting of such member or members of ASUM as the ASUM Council deems appropriate. Any committee so formed must conform to the ASUM Council's Strategic Directions.

Objectives

The Research & Grants Committee is responsible for managing ASUM's annual Research & Grants program.

ASUM annually allocates \$40,000 to research divided according to the number of funding submissions to be supported to a maximum of 2 x \$20,000 grants.

Their objective is to ensure that ASUM:

1. Is consistently supporting and directly funding suitable clinically based research and publishing the findings in areas of medical ultrasound in AJUM and at the Annual Scientific Meeting; and
2. Applies for all relevant funding grant opportunities which can assist ASUM to advance its mission.

Membership

The Research & Grants Committee is constituted as follows:

1. A minimum of eight (8) and maximum of ten (10) core membership comprising at least two (2) sonographers and two (2) medical members with a minimum of three (3) years' experience who have the necessary skills and experience to provide independent, high quality advice;
2. Equal representation from a diverse area of expertise is preferred eg Obstetrics, Gynaecology, Vascular, Cardiology, Emergency, Musculoskeletal, Critical Care and General;
3. All members of the Research & Grants Committee are nominated on the relevant ASUM Expression of Interest (EOI) form. The CEO requests input from the Research & Grants Committee on all nominations received. Each appointment is subject to ratification by the ASUM Council;
4. A Chair from within the Research & Grants Committee is nominated on the relevant ASUM Expression of Interest (EOI) form. The CEO requests input from the Research & Grants

Committee on all and any nominations received. The nomination is ratified by ASUM Council at their earliest opportunity;

5. The Publications & Scientific Editor who provides secretariat services in an ex-officio capacity;
6. The term of the members of the Research & Grants Committee is three (3) consecutive years;
7. Members are eligible for re-election provided that after three (3) successive terms they are not eligible to serve as members of the committee until one (1) year has elapsed since the expiry of their term of office.
8. Two (2) representatives for the purpose of Board induction (if an established member is retiring in the following 12 months);

Rules of Conduct

The Research & Grants Committee:

1. Ensures that all members act at all times in 'good faith';
2. Ensures that any Research & Grants Committee member who will stand to benefit directly or indirectly, financially or otherwise, from the outcome of any decision of the committee or ASUM Council is required to disclose any potential conflict of interest at the time when they first become aware of their potential conflict;
3. Ensures that any committee member who has a material conflict of interest is excluded from participating in the relevant proceedings and the reasons for such exclusion are documented in the record of the meeting;
4. Ensures that any and all necessary information requested is made available in a timely fashion to the ASUM Council;
5. Documents the proceedings of any meeting including the reasons for any decisions made.

Responsibilities

Chairperson

Ensures the ASUM secretariat and the Research & Grants Committee work together to:

1. Ensure that ASUM is consistently supporting and directly funding suitable ultrasound research and publishing the findings;
2. Ensure that ASUM applies for all relevant funding grant opportunities which can assist ASUM to advance its mission;
3. Promote efficient, transparent, effective and fair processes; and
4. Provide a comprehensive record of meetings to Council.

Research & Grants Committee

1. Reviews and maintains ASUM's Research and Grants program;

2. Receives and evaluates expressions of interest and determines which are to be invited to submit a full submission;
3. Receives and evaluate submissions including requesting more information where required;
4. Makes recommendations to Council on which submissions are to be awarded funding and the funding amount within the annual allocation of grants;
5. Receives and assesses the research report(s) seeking qualification if necessary and presenting the research to ASUM Council;
6. Advises the ASUM Council on grants to apply for including those offered by DOHA and Health Workforce Australia;
7. Provides assistance to the Publications & Scientific Editor to:
 - 7.1 uphold the integrity of ASUM's Research & Grants program;
 - 7.2 promote efficient, transparent, effective and fair processes;
 - 7.3 ensure that ASUM Council allocate funding annually into research;
8. Advises the ASUM Council on the information that should be requested of and provided by applicants for funding.
9. Advises the ASUM Council of its recommendations for award recipients in the relevant categories at the ASUM Annual Awards of Excellence.

ASUM Secretariat - Publications & Scientific Editor

Research and Grants Committee support:

1. Provides secretariat support to the Research and Grants Chair to organise teleconferences and meetings. Generate and disseminate agendas and meeting minutes as required
2. Provides support to the Committee responding in a timely fashion to committee member requests and seek the input from individual Committee on Research and Grants

Research and Grants Application Process:

1. Develop, implement and maintain an advertising through to announcement process ensuring that all deadlines are strictly adhered to:
 - 1.1 Call for EOIs
 - 1.2 Facilitate the review process in conjunction with the Committee
 - 1.3 Receive a recommendation(s) from the Committee and provide the same to the Council via the Executive Assistant (and CEO) for inclusion in the next Council meeting
 - 1.4 Notify applicants of the outcome of their EOI
2. Manage the provision of grant funds to successful recipients ensuring that recipients meet the benchmark requirements and receive a copy of their research and disseminate to relevant parties
3. Ensure that the details of approved grants are announced on the ASUM website and provided to the Operations Manager for Real Time inclusion

Meeting Procedures

The Committee meets and adjourns:

1. as it thinks proper and fit;
2. at a minimum twice each financial year one of which is at the Annual Scientific Meeting;
3. at other times, either in person or by teleconference or other electronic means;
4. at a venue established by the Publications & Scientific Editor.

Every effort is made to establish the date, time and venue for each meeting at the meeting that precedes it. For meetings in person, notice of at least twenty-eight (28) days shall be given. For teleconferences, notices of at least fourteen (14) days shall be given. Notice will normally be given by email.

An agenda and any supporting documentation is provided at least seventy-two (72) hours in advance to each member of the Research & Grants Committee by email.

A quorum of two (2) committee members is required for decision making purposes. Questions arising at any meeting are determined by a majority of votes of the members present and in the case of an equality of votes the Chairman has a second or casting vote.

Minutes of each meeting are drafted by the Publications & Scientific Editor and circulated to each member of the Research & Grants Committee for approval. The approved minutes may be included in the agenda of the next ASUM Council meeting and the Chairperson of the Research & Grants Committee reports to the ASUM Council on proceedings and on all recommendations.

Confidentiality of Proceedings

The Research & Grants Committee members are reminded that all proceedings are confidential and are to ensure that all members are reminded of this requirement.

Changes to the Terms of Reference

The committee reviews this Terms of Reference annually prior to the Annual General Meeting (Sept/Oct) and make recommendations for change for the ASUM Council to consider at its November or next available meeting after the AGM.

These terms of reference are only changed with the approval of the ASUM Council.