

Terms of Reference

Research Committee

Department of Medicine
Dalhousie University/Capital District Health Authority

Purpose:

The Research Committee is a standing committee whose purpose is to advise the Head of the Department of Medicine on all matters related to research.

Membership:

- Head/District Chief, Department of Medicine (ex-officio)
- Department of Medicine Research Leader
- Nominated members from the Department; each member shall serve for three years and may be reappointed once
- Howard Webster Research Chair
- Chair of the Resident Research Committee (ex-officio).

Chair:

Department of Medicine Research Leader.

Voting/Quorum:

All members may vote. In the event of a tie vote, the Chair will cast the deciding vote. A quorum will be the presence of four members excluding the Chair.

Frequency of Meetings:

Ten scheduled monthly meetings per year. Meetings will take place on the fourth Thursday of the month unless otherwise specified. Ad Hoc meetings will be scheduled as necessary.

Attendance:

Members of the Committee are to attend at least 50% of the meetings.

Reports to:

This Committee reports directly to the Executive/Divisional Chiefs Committee of the Department of Medicine and the Department Head.

Specific Responsibilities of the Research Committee include:

1. The Committee shall serve as an advisory Committee for departmental research engaging in long range planning so as to advise the Head and the Department as to means of optimising research activities in the Department.
2. The Committee shall be responsible for the implementation and evaluation of the Department of Medicine Strategic Plan for Research.
3. The Committee shall promote research in the department including organizing annual Research Days.
4. The Committee shall develop research policy for consideration by the Department.
5. The Committee shall be available to advise Department members on problems related to research.
6. The Committee shall be responsible for the actions/decisions of its subcommittees (see below for subcommittees).
7. The Committee shall interview and evaluate all new departmental recruits who are expected to spend 40% or greater (major research appointments) of their time performing research. Formal recommendation regarding the assessment of the potential candidate will be made to the Chair, Research Committee, Department Head and appropriate Division Head.
8. The Committee shall recruit faculty mentors and develop and monitor a mentoring system for new faculty with major research appointments.
9. The Committee shall administer an operating fund for the purpose of promotion of research in the Department. This fund is used for departmental operating grants, fellowship and studentships and research days. The Committee shall be accountable to the Department annually regarding this activity.
10. The Committee shall advise the Head of the Department regarding members of the Department who are deserving of Excellence Awards.
11. The Committee shall document the research carried out in the Department and provide information for the Department's annual report.
12. The Committee will organize research retreats and special symposia, as required.
13. The Committee shall keep Department members informed concerning opportunities for obtaining funding and shall assist members in preparation of proposals when requested.
14. The Committee shall liaise with other research committees when appropriate.
15. The Committee may undertake other research-related activities, which are assigned to or are developed by it.

Subcommittees:

The Research Committee shall delegate applicable responsibilities to the following two standing

subcommittees:

A. Grants Subcommittee

Specific responsibilities of the Grants Subcommittee include:

1. The Committee shall review and evaluate the scientific merit of grant applications that are submitted to the UIMRF by members of the Department. The Grants Subcommittee shall make recommendations for funding to the Research Committee. The Chair of the Research Committee will propose funding of successful applications to the Financial Management Committee where appropriate.
2. The Committee shall review and evaluate applications for the UIMRF Fellowship and Studentships competitions.

B. Evaluations Subcommittee

Specific responsibilities of the Evaluations Subcommittee include:

1. The Committee shall review on an annual basis the research activity of all individuals with major research appointments. This evaluation will be conveyed to the Department Head and appropriate Division Heads along with recommendations for action if applicable.
2. The Committee shall make recommendations to the Research Committee regarding the management of problems that have been identified as potential barriers to departmental research.

Other subcommittees will be established to deal with specific issues as needed.

Approved:

Department of Medicine Research Committee:

September 2000

Department of Medicine Executive/Divisional Chiefs Committee: October 4, 2000