

Research Grants Assessment Panel (RGAP) Terms of Reference

Remit

The Research Grants Assessment Panel (RGAP) will:

- Oversee the processes involved in the research grants programme.
- Make recommendations to the Board of Trustees on the allocation of research funding, in line with the Royal Osteoporosis Society (ROS) research strategy and priorities set by the Academy Advisory Committee (detailed in the Research Roadmap)
- Advise the ROS in the development of its research strategy, in line with the overall strategic direction.
- Comply with the RGAP Code of Conduct and the Royal Osteoporosis Society's Conflicts of Interest policy.

RGAP Membership

- The RGAP consists of scientific members and lay members (i.e. non-health professional).
- The RGAP will be co-ordinated by the ROS's Research Manager.
- The quorum will be six and must include at least two lay members and at least four scientific members.
- A maximum of 16 members with a minimum of three lay members who represent people affected by osteoporosis.
- The ROS is committed to involving lay members in identifying priority areas for research and selecting grants as part of the peer review process. The RGAP aims to reflect a fair balance of experience and scientific disciplines, with views from all members given equal weighting.
- Current membership of the RGAP and details of the peer review process will be published online via the ROS and Academy website.

Appointing Members

Vacancies will be advertised in Osteoporosis Review, Osteoporosis News, ROS website and via other relevant avenues. Full details of the role will be provided to prospective candidates. Candidates will be asked to provide a short CV, supported by a letter or application form. The latter will highlight their area of expertise and describe the skills, knowledge and experience they would bring to the RGAP. The RGAP Chair, Vice-Chair, lay member and co-ordinator will carefully review the applications, before making a final recommendation to the Appointments and Governance Committee prior to ratification by the Board of Trustees. It is only when the Board of Trustees has ratified the nomination that the candidate officially becomes a RGAP member.

Appointing RGAP Officers

Only scientific members of the RGAP can nominate themselves for the role of Chair or Vice-Chair, due to the nature of the roles. The nomination of a Chair and Vice-Chairs will be considered by the Academy Advisory Committee and then the Appointments and Governance Committee prior to ratification at the Board of Trustees. Chairs will normally hold the position for three years.

Term of Office

The term of office of a new RGAP member will be three years. Members who have completed three years of service may be invited to service for a further term (i.e. a maximum of 6 years). This will apply to current members who have already served for three or more years. This extension will be granted to individuals whose expertise and input is deemed essential to RGAP. Previous commitment/performance will also be considered. The decision will be discussed and agreed by the Chair of the RGAP, the co-ordinator and management of the charity.

Role of the RGAP Officers

- **Chair** responsibilities:
 - (i) Chair the meetings of RGAP
 - (ii) Sit on the Academy Advisory Committee as Chair of the Research Grants Assessment Panel (i.e. RGAP)
 - (iii) Report to the Clinical Committee (CC) on the work of the RGAP
 - (iv) Attend Board of Trustee meetings, when invited, to report recommendations on the research strategy and research funding and
 - (v) Facilitate review of the progress of funded projects and the progress of the research strategy.
- **Vice-Chair** is responsible for deputising the Chair as required.

Meetings

- All RGAP meetings will be arranged by the ROS Research Manager.
- RGAP members will be required to attend an average of two RGAP meetings per year (either face-to-face in London/Bath or virtually) in order to discuss research grant applications. Additional teleconferences will also be scheduled as necessary.
- A schedule of meetings will be set out three months in advance. The agenda and meeting documents (including research grant applications to review) will be sent out a minimum of three weeks before the meeting. Items raised on the day will be covered in Any Other Business. Minutes from the meetings will be circulated as soon as possible.

Other

- Individual RGAP members to advise the ROS in their individual specialist area when required.
- The position of RGAP member is offered on a voluntary unpaid basis, but any travelling expenses incurred to attend RGAP meetings will be reimbursed.
- The Terms of Reference will be reviewed on a biennial basis.