

Research and Innovation Grants Assessment Panel (RIGAP) Terms of Reference

Role and main tasks

- Oversee the processes involved in the research grants programme.
- Make recommendations to the Board of Trustees on the allocation of research and innovation funding, in line with Royal Osteoporosis Society (ROS) strategy.
- Advise the ROS in the development of its research strategy, in line with the overall strategic direction.
- Comply with the RIGAP Code of Conduct and the ROS Conflicts of Interest policy.
- Ensure reciprocal lines of communication to the Clinical and Research Committee (CRC) (Figure 1).

Individual RIGAP members might be asked to advise the ROS in their individual specialist area when required or attend other meetings or events to report on the work of the RIGAP

Membership

- The RIGAP consists of scientific/clinical members and lay members (i.e. non-health professional).
- The RIGAP will be co-ordinated by the ROS Research Manager.
- The quorum will be six or more than 50% of the panel (whichever figure is higher). It must include at least two lay members and at least four scientific/clinical members.
- A maximum of 12 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 expert review process. The RIGAP aims to reflect a fair balance of experience and scientific disciplines, with views from all members given equal weighting.
- All RIGAP members have an equal right to have their views heard, in line with the ROS Equality, Diversity and Inclusion Policy.
- Current membership of the RIGAP and details of the expert review process will be published online via the ROS 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. Recruitment will be targeted to ensure an appropriate balance of skill and expertise on the RIGAP relevant to ROS strategy. 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 RIGAP. The RIGAP Chair, Vice-Chair, lay member, ROS Director of Clinical Services and ROS Research Manager 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 RIGAP member.

Appointing RIGAP Officers

Only scientific members of the RIGAP 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-Chair will be considered by the ROS Director of Clinical Services and the Chair of the Clinical and Research Committee (CRC) and a recommendation made to the Appointments and Governance Committee prior to ratification at the Board of Trustees. Chairs will normally hold the position for three years.

The Chair and Vice-Chair of the RIGAP will be prohibited from being members of the Clinical and Research Committee (CRC).

Term of Office

The term of office of a new RIGAP 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), before stepping down from the panel for at least three 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 RIGAP. Previous commitment/performance will also be considered. The decision will be discussed and agreed by the Chair of the RIGAP, ROS Director of Clinical Service and the ROS Research Manager.

Being the RIGAP Chair is considered a separate role from being a member of the RIGAP. If a committee member, or a Chair, takes on the other role before their term is complete, they can 're-start' their six years of service as long as they do not serve for more than nine years in total across both roles.

Role of the RIGAP Officers

Chair responsibilities:

- Chair the meetings of RIGAP
- Report to the Clinical and Research Committee (CRC) on the work of the RIGAP
- Attend Board of Trustee meetings, when invited, to report recommendations on the research strategy and research funding and
- Facilitate review of the progress of funded projects and requests for project no-cost extensions.

The Vice-Chair is responsible for deputising the Chair as required (e.g. if there is a conflict of interest).

Meetings

- All RIGAP meetings will be arranged by the ROS Research Manager.
- RIGAP members will be required to attend an average of two RIGAP meetings per year in order to discuss research grant applications. Teleconference facilities will be made available. Additional pre-meetings will also be scheduled as necessary.
- A schedule of meetings will be set out three months in advance.
- Meeting agendas will be agreed by the Chair, Vice-Chair, ROS Director of Clinical Services and ROS Research Manager and circulated with documents (including research grant applications to review) a minimum of two weeks before the meeting. Items raised on the day will be covered in Any Other Business. Draft meeting minutes will be circulated within seven working days of the meeting.

Reporting

Minutes of the RIGAP meetings will be provided to the Board of Trustees by the Chair.

Expenses

Charity travel and subsistence expenses will be refunded in line with the ROS's Travel and Subsistence Policy.

Expectations of Committee members

The ROS is extremely grateful to its supporter Members, who give their time and expertise. In order to ensure that the Committee both helps the ROS carry out its charitable purposes and is enjoying and fulfilling for its members, members of the Committee are asked to agree that:

- They will abide by the ROS policies, including:
 - Conflict of Interest and Related Parties policy
 - Trustee Code of Conduct
 - Dispute resolution process
- They will attend meetings
- If they cannot attend a meeting, they will let the Chair and staff know that they cannot attend
- They will read papers in advance of meetings
- They will carry out actions that they agree to, by the due date agreed
- They will respond to communications between meetings

If the Chair of the Committee has concerns about any member of the Committee in relation to the duties listed above, they will discuss this with the member.

The Chair of the Committee may remove any member from the Committee if they feel that the member is not contributing to the Committee as described above.

Review

The Panel will review its achievements and lessons learned each year.

The Board of Trustees will review these Terms of Reference every two years.

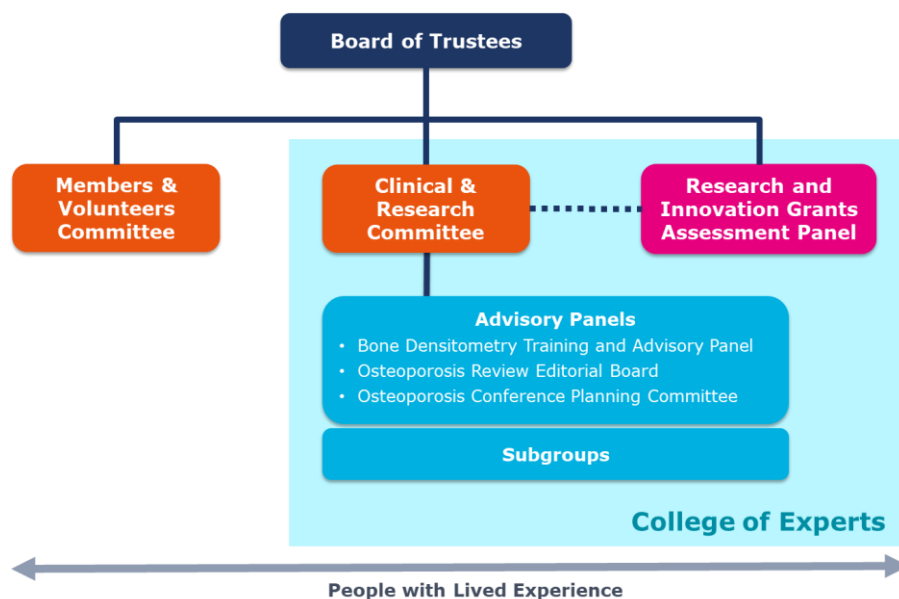


Figure 1: ROS Committee Matrix