

Terms of Reference

MSH Research Grants Committee

These terms of reference set out the authorisation, purpose, functions, guiding principles, membership and reporting arrangements of the Metro South Health (MSH) Research Grants Committee. These terms of reference should be read in conjunction with the overarching MSH Common Arrangements for Tier 3 to 7 Committees document.

1. AUTHORISATION

The MSH Research Grants Committee (the Committee) functions under the authority and delegations of the MSH Research Council, to which it reports, providing advice and recommendations.

In accordance with the *Hospital and Health Boards Act 2011* (Qld) and as authorised by the Metro South Hospital and Health Service Board and the Health Service Chief Executive (HSCE) all decisions made within MSH must be made by a person with the delegated authority to do so. Registers of human resource, financial, contract and other delegations are published on QHEPS.

The role of the Committee, as with all Committees within MSH, is advisory only. For the avoidance of doubt, the MSH Research Grants Committee is not authorised to make decisions. The Committee should therefore be asked to note, discuss and/or endorse items.

2. PURPOSE

The purpose of the Committee is to advise and provide recommendations that will enable and facilitate the achievement of MSH's Vision and Strategy in relation to MSH research grants.

These terms of reference establish the Committee's purpose, scope and functions, key performance indicators, guiding principles, membership, reporting and administrative arrangements.

3. FUNCTIONS AND RESPONSIBILITIES

The functions of the Committee set out below are a non-exhaustive description of how the Committee will give effect to its purpose.

- The Committee is the peak MSH operational advisory and oversight body in relation to MSH research grants and provides advice to assist in:
 - advancing research grants within MSH
 - oversight and administration of the MSH Research Support Scheme and
 - development of procedures for the appropriate management of research grants across MSH.
- The Committee is responsible for ensuring that MSH can demonstrate appropriate oversight of research grants and that MSH research grants allocation is appropriately:
 - aligned to MSH Strategic Plan and Research Strategy

V.0.1 Effective: December 2023 Review: December 2026

ICARE² values



- conducted in compliance with the MSH Research Policy Framework
- available and accessible in a manner that is fair, reasonable and consistent with contemporary practice and
- effective and efficient.
- The Committee will:
 - Provide advice to assist in the development of MSH research grant scheme options, allocations, categories and related matters, for consideration by MSH Study, Education and Research Trust Account (SERTA) Committee, taking into account MSH research strategy and guidance from MSH Research Council.
 - Endorse funding guidelines and associated materials, relevant to MSH research grant schemes.
 - Endorse application and assessment processes relevant to MSH research grants.
 - Provide advice to the delegate in relation to grant variations, suspensions and terminations.
 - Endorse summary reports on MSH grant activities.

The scope and functions identified should inform the Committee's standing agenda items.

4. GUIDING PRINCIPLES

In performing its functions, the Committee must recognise and adhere to the principles set out in Section 13 of the *Hospital and Health Boards Act 2011* (Qld), Section 25 of the *Public Service Act 2008* (Qld), and Section 61 of the *Financial Accountability Act 2009* (Qld).

Members of, and attendees at the Committee, and the Committee must conduct themselves in accordance with the MSH I CARE² Values:

- Integrity
- Compassion
- Accountability
- Respect
- Engagement
- Excellence

The committee will be guided by the strategic priorities of MSH.

5. RISK MANAGEMENT

The Committee is to pro-actively identify and manage risks and opportunities within its scope including for all recommendations. The role of this Committee is to:

- develop and review controls and treatments where appropriate and
- take such action as is appropriate to receive assurance that risk is being managed if relevant.

6. REPORTING

This Committee is a Tier 5 Operational Committee as defined in the MSH Common Arrangements for Committees Tiers 3 to 7. The Committee provides regular reports to the following MSH committees and bodies for oversight.

- MSH Research Council.

Authority and Accountability

- The Executive Director, Metro South Research reports to the Chief, People, Engagement and Research Officer, MSH and – with appropriate consultation – makes Health Service-wide decisions which effect research activities and partnerships throughout MSH.
- The Committee will be directly accountable to and escalate research-related grant issues and risks to the Executive Director, Metro South Research. The Executive Director, Metro South Research may escalate research-related grant issues to the Metro South Research Council if/when required.
- The Committee is an advisory committee, providing recommendations on implementation of approved research strategies and operational aspects of research grants in MSH. The Committee has no decision-making authority, in accordance with relevant MSH procedures.
- The Committee might reasonably assess and make recommendations to the relevant delegate in relation to requests for variation or suspension of MSH Research Support Scheme grants.
- Recommendations from the Committee will be made on the basis of majority consensus of the Committee Members.
- The Committee may appoint specialist committees/focus groups as deemed necessary to perform specific tasks. The membership of committees/focus groups shall include at least one (1) member of the MSH Research Grants Committee.

Escalation Process

- A dispute resulting from a decision, action item or matter will be escalated to the Executive Director, Metro South Research for resolution in the first instance.

7. MEMBERSHIP

Chair:

- Nominated/delegated by the Chair, MSH Research Council

Deputy Chair:

- Nominated/delegated by the Chair from within the Committee membership.
- If the designated Chair and Deputy Chair are unavailable, an Acting Chair may be nominated by the Chair, or by a majority of the members.

Members:

Addiction and Mental Health Services Representative

- 1x Service representative nominated by the Executive Director, AMHS, MSH

Community and Oral Health Services Representative

- 1x Service representative nominated by the Executive Director, COHS, MSH

Logan and Beaudesert Hospitals Representative

- 1x Facility representative nominated by the Executive Director, Logan & Beaudesert, MSH

QEII Jubilee Hospital Representative

- 1x Facility representative nominated by the Executive Director, QEII, MSH

Princess Alexandra Hospital Representatives

- 1x Facility representatives, nominated by the Executive Director, PAH, MSH

Redland and Wynnum Hospitals Representative

- 1x Facility representative nominated by the Executive Director, Bayside, MSH

Allied Health Services Professional Stream Representative

- 1x Service representative

Medical Services Professional Stream Representative

- 1x Service representative nominated by the Executive Director, Allied Health, MSH

Nursing and Midwifery Services Professional Stream Representative

- 1x Service representative nominated by the Executive Director, Nursing, MSH

Aboriginal and Torres Strait Islander Health Directorate Representative

- 1 x Representative nominated by the Director, Aboriginal and Torres Strait Islander Health, MSH

Metro South Research Director, Research Development, or delegate

- 1 x Representative

Senior Researchers

- 1x Representatives from major research groups nominated by the Executive Director, Research

Early Career Researcher

- 1x Representative nominated by the Executive Director, Research

Please note: It is intended that members of the MSH Research Grants Committee would not concurrently be members of the MSH Research Council, nor the MSH SERTA Committee. In the event that a concurrent membership of more than one of these groups is considered, advice must be sought from the Research Support Scheme Probity Advisor.

Advisory Membership (if applicable):

- Consumer representative (if applicable), in consultation with the MSH Consumer Partnering Team.

Invited Guests and Subject Matter Experts (Non-Voting):

- Input from areas of relevant expertise may be sought as required.
- Finance/Pathology Queensland/Radiology/Pharmacy etc.
- Metro South Research (e.g. Research Support Coordinator).
- External person(s) with industry or biotechnology expertise.

Proxy/Observers

- Proxies and/or observers are permitted.

Member Responsibilities

Members undertake to:

- understand the strategic implications and outcomes of initiatives being pursued by MSH
- appreciate the significance for stakeholders and appropriately represent their interests
- be genuinely interested in, committed to, and actively involved in the research-related initiatives and the outcomes being pursued by MSH
- be an advocate for research with and to MSH Executive
- use best endeavours to attend all meetings and ensure they, or a suitably informed delegate/proxy attend a minimum of 80% of scheduled meetings and
- declare actual, potential or perceived conflicts of interest in accordance with MSH policies and procedures.

In practice, this means they:

- ensure the requirements of stakeholders are met by the Committee's outputs
- consider ideas and issues raised, and advise on the appropriate balance between conflicting priorities and resources

- provide guidance to Metro South Research regarding research management issues
- foster positive communication outside of the committee regarding the MSH Research Support Scheme progress and outcomes and
- check adherence of activities to standards of best practice, both within MSH and in a wider context.

8. FREQUENCY

Committee meetings will be held four (4) times per year and/or as required. Additional meetings may be called at times deemed necessary by the Chair and/or Executive Director, Metro South Research.

An annual calendar of meeting dates will be published as an addendum to the terms of reference. The Chair may call additional meetings if required. Cancellation and re-scheduling of meetings will be at the discretion of the Chair.

Meeting Processes

Proxy Attendance

- Members of the Committee shall nominate a proxy to attend a meeting if the member is unable to attend and there is no other delegate attending from the same service/division. Proxies should be suitably briefed prior to the meeting.
- The Chair will be informed of the substitution at least two (2) working days prior to the scheduled nominated meeting. The nominated proxy shall have voting rights at the attended meeting. The nominated proxy shall provide relevant comments/feedback, of the Committee member they are representing to the attended meeting.

Quorum

- A quorum will consist of 50% membership of members plus one (1) are in attendance ('simple majority'). The meeting will be cancelled if quorum is not achieved.

Out-of-session Resolutions

- Should resolution on an issue of significance be required between scheduled meetings, members will be contacted requesting an indication of their position. The Chair may only formulate a recommendation if a minimum of 50% plus one (1) member (simple majority) respond in writing. The outcome of the resolution reached will be documented and included in meeting documents at the next scheduled meeting.

Conflicts of interest

- From time-to-time members, who are involved in the Committee may experience a conflict of interest that is directly or indirectly related to their personal, private, organisational (e.g. University) and/or professional associations.
- Actual, potential or perceived conflicts of interest must be declared to the Chair, or in the event the Chair experiences a conflict of interest the Executive Director, Metro South Research. All declared conflicts of interest will be documented by the Secretariat. Where a conflict has been disclosed which may impact on a matter being discussed, the Chair will determine if a discussion may proceed and/or if the member with the conflict must abstain from the process.
- To remove any doubt, MSH Research Grants Committee Member responsibilities in the context of this Committee, are to MSH and to serve the community benefit.
- All conflicts of interest must be resolved in accordance with MSH policy and procedures and in the public interest.

9. SECRETARIAT

The Executive Support Officer, Metro South Research ('the Secretariat') will provide secretariat support to the Committee, including the preparation of meeting papers and administrative support.

The Secretariat will prepare and maintain a corporate file of the Committee's records:

- An agenda will be prepared by the secretariat and provided to the membership prior to each meeting.
- Standing agenda items will be determined by the Chair in consultation with the committee.
- The secretariat will provide minutes of each meeting via email distribution.
- Minutes will be provided to MSH Research Council for inclusion of relevant items on appropriate meeting agendas, subject to consideration by the Chair of that meeting.

10. TERMS OF REFERENCE REVISION HISTORY

Version	Date	Comment	Author	Reviewed by
1.0	07/12/2023	Endorsed – ESGC 9/11/2023	Metro South Research	Professor John Upham Executive Director, Metro South Research

The Terms of Reference will be reviewed by the Committee every three (3) years or earlier if considered necessary by the Chair and/or the HSCE.

11. APPROVAL

These terms of reference should be read in conjunction with the overarching MSH Common Arrangements for Tier 3 to 7 Committees document ('the common arrangements') which set out the common administrative arrangements of all MSH committees which are subordinate to the Tier 2 Executive Leadership Team Committees.

These terms of reference have been endorsed by the Committee and are approved by the Chair.

Signature  Date 07/12/2023

Professor John Upham
Executive Director, Metro South Research

Any amendments to these terms of reference require the endorsement of the Committee and approval of the Chair.

This attachment sets out the standing reports provided to the Committee.

The Chair of the Committee, with the endorsement of the Committee, has the authority to make changes to this attachment independent of revision approvals to the core terms of reference, that is, amendments/additions within this attachment can be made without formal written approval from the HSCE.

Report	Description	Reporting Body/Officer	Frequency
Specialist committees/focus groups report	Updates from committees/focus groups which may be convened from time to time	Metro South Research	Following each convened meeting

Standing Reports last updated: December 2023

This attachment sets out the annual work plan of the Committee.

The Chair of the Committee, with the endorsement of the Committee, has the authority to make changes to this attachment independent of revision approvals to the core terms of reference i.e. amendments/additions within this attachment can be made without formal written approval from the HSCE.

Deliverable	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Committee performance evaluation (+ 12 months from establishment)	X											
Review of Terms of Reference (+ 12 months from establishment and every 3 years thereafter)	X											
Review of Work Plan (+ 12 months from establishment)					X							

Work Plan last updated: December 2023

Integrity	Compassion	Accountability	Respect	Engagement	Excellence
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