Internal Grants Adjudication Committee
TERMS OF REFERENCE

1. Mandate

1.1 The MacEwan University Internal Grants Adjudication Committee adjudicates internally funded university-wide grant applications to conduct or transfer knowledge of original scholarship. The Committee provides recommendations for ongoing research funding to the administrator responsible for research to support faculty and student research. The committee may also be called upon to administer other research funds that may be assigned to the committee.

2. Roles and Responsibilities of the Committee and Members

2.1 The Committee are responsible for adjudicating internal grant applications at least twice per year. Additional calls for funding may be required, should additional funding become available, or if a time-sensitive need warrants a special call, and additional adjudications may take place.

2.2 The Committee reviews and revises the criteria by which grants will be awarded on an annual basis. The Office of Research Services (ORS), in collaboration with the General Faculties Council (GFC) Standing Committee on Scholarly Activity, subsequently evaluates and approves these criteria.

2.3 The Committee reviews grant applications and recommends grant funding to the senior administrator responsible for research.

2.4 The Committee shall report annually via the Chair of the Committee and/or Associate Vice-President, Research, to the Provost and Vice President Academic regarding the Committee's work. A summary of projects that receive funding shall be made available to the University community via the GFC Standing Committee on Scholarly Activity.

2.5 Committee members are expected to carry out the following duties:
   a. Attend and complete standard training on adjudication processes; equity, diversity and inclusivity; and evaluation criteria once per academic year. Also attend and complete any additional training that may be identified during the academic year.
   b. Review and adjudicate each assigned grant application prior to the group adjudication meeting.
   c. Attend group meetings to discuss applications and to reach a consensus on funding recommendations.

2.6 Committee members, who fail to complete training or attend adjudication meetings or do not review and evaluate grant applications and therefore are unable to fulfill their duties, may be asked to withdraw from the committee. The Deans from the members' respective Faculty or School or SAMU will be contacted and a replacement for the member will be requested.

3. Meetings

3.1 The Committee members will attend a training meeting to review the award criteria and the process of adjudicating applications for each type of internal grant. This mandatory meeting will be held prior to each funding deadline.

3.2 Following the technical review of applications, which will generally be conducted individually by the Committee members, the Committee will meet as a group, as required, following each funding deadline at the call of the Committee's Chair. These mandatory meetings will involve group discussions to ensure consensus.

3.3 Quorum will be a simple majority of voting members of the Committee.

3.4 A meeting to review award criteria and processes will be held once per year.

4. Membership Composition

4.1 The voting members of the Committee includes representation from the MacEwan University community, including faculty and students. The Committee shall consist of the following members:

a. Two faculty members from each of the following faculties or schools:
   i.   Business
   ii.   Fine Arts and Communications
   iii. Health and Community Studies
   iv.   Nursing

b. Four faculty members from the Faculty of Arts and Science with two members primarily representing expertise that aligns with each of the following:
   i.   natural sciences and engineering and therefore aligned with Natural Sciences and Engineering Research Council of Canada's (NSERC) legislated mandate
   ii.   social sciences and humanities and therefore aligned with Social Sciences and Humanities Research Council of Canada's (SSHRC) legislated mandate.

c. One faculty member from the Library.

d. One student member.

4.2 The senior administrator responsible for research, or a designated delegate, will serve as the Chair of the Committee, and will be an ex-officio member and non-voting.

4.3 Administrative support is provided by the Office of Research Services.

5. Terms of Appointment

5.1 Faculty members
   a. are appointed by their respective Deans. Appointments from Deans will be brought forward by May 31, so that appointments may be made by July 1 in any given year.
   b. will normally be appointed for a 2-year term with appointments staggered such that roughly 50% of the Committee will turn over each year. Reappointment is limited to two successive terms.

5.2 Student members
   a. are appointed by SAMU.
   b. shall serve a 1-year term.
   c. review student applications only.

5.3 Past Committee members may be re-appointed after an absence of one year.

6. Conflict of Interest

6.1 A Committee member must declare any potential conflict of interest associated with any application(s) in a specific year. The Committee will determine the extent, if any, of the conflict of interest and what measures – such as recusal – are required.

6.2 Committee members may not be eligible to adjudicate grants for a particular type of grant funding when they are applicants or co-applicants for that grant funding call.

7. Confidentiality

7.1 All deliberations, rankings, and recommendations shall remain confidential to the Committee.

7.2 The contents of applications shall also remain confidential. Members will also be bound by the confidentiality stipulations of the *Tri-Agency Framework: Responsible Conduct of Research* and the federal policy, *Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations*.

8. Review of Terms of Reference

8.1 The Committee reviews these Terms of Reference annually.

9. Related Policies and Procedures

9.1 Responsible Conduct of Research and Creative Activity
9.2 Ethical Review of Research with Human Participants
9.3 Employees' Code of Conduct
9.4 Student Code of Conduct
9.5 External documents:

    a. Responsible Conduct of Research (Tri-Agency Framework; see www.rcr.ethics.gc.ca).

    b. Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations (see https://science.gc.ca/eic/site/063.nsf/eng/h_90108244.html).

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