

## Internal Grants Adjudication Subcommittee

### Mandate

The MacEwan University Internal Grants Adjudication Subcommittee (Subcommittee) is a subsidiary body of the GFC Standing Committee on Scholarly Activity. The Subcommittee adjudicates internally funded university-wide grant applications to conduct or transfer knowledge of original scholarship. The Subcommittee provides recommendations for ongoing research funding to the senior administrator responsible for research to support faculty and student research. The Subcommittee may also be called upon to administer other research funds.

### Membership

#### *Voting*

- Two faculty members from each of the following faculties or schools:
  - Business
  - Fine Arts and Communications
  - Health and Community Studies
  - Nursing
- Four faculty members from the Faculty of Arts and Science with two members primarily representing expertise that aligns with each of the following:
  - Natural sciences and engineering and therefore aligned with Natural Sciences and Engineering Research Council of Canada's (NSERC) legislated mandate.
  - Social sciences and humanities and therefore aligned with Social Sciences and Humanities Research Council of Canada's (SSHRC) legislated mandate.
- One faculty member from the Library.
- One student member.
- 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.

#### *Non-Voting*

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

### *Terms of Office*

- Faculty members
  - 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.
  - Are normally appointed for a 2-year term with appointments staggered such that roughly 50% of the subcommittee will turn over each year. Reappointment is limited to two successive terms.
- Student members
  - Are appointed by SAMU.
  - Shall serve a 1-year term.
  - Review student applications only.
- Past Subcommittee members may be re-appointed after an absence of one year.

### Subcommittee Responsibilities

The Subcommittee shall:

- Adjudicate 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.
- Review and revise the criteria by which grants will be awarded on an annual basis. The Office of Research Services (ORS), in collaboration with the Committee on Scholarly Activity, subsequently evaluates and approves these criteria.
- Review grant applications and recommend grant funding to the senior administrator responsible for research.
- Report annually via the Chair of the Committee and/or the senior administrator responsible for research, to the Provost & Vice- President, Academic regarding the Subcommittee's work. Projects that receive funding shall be made available to the University community via the Office of Research Services' website.

### Roles and Responsibilities of Members

Members should:

- Provide insight, advice and recommendations on other topics related to its mandate.
- Attend all meetings of the Internal Grants Adjudication subcommittee.
- 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.
- Review and adjudicate each assigned grant application prior to the group adjudication meeting.
- Attend group meetings to discuss applications and to reach a consensus on funding recommendations.
- Subcommittee members, who fail to complete training or attend adjudication meetings or do not review and evaluate grant applications may be asked to withdraw from the Subcommittee. The Deans from the members' respective Faculty or School or SAMU will be contacted and a replacement for the member will be requested.

### Meetings

- The Subcommittee 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.
- Following the technical review of applications, which will generally be conducted individually by the Subcommittee members, the Subcommittee will meet as a group, as required, following each funding deadline at the call of the Subcommittee's Chair. These mandatory meetings will involve group discussions to ensure consensus.
- A meeting to review award criteria and processes will be held once per year.
- Meeting frequency is at least once per term. Additional meetings or electronic votes may occur as issues emerge.

- A simple majority of the current members shall constitute a quorum at any Internal Grants Adjudication Subcommittee meeting.
- It is the responsibility of the Chair to ensure that discussions are noted, and that action and decision items are recorded.

#### Proxies and Alternates

- Each appointing body may identify one alternate committee member to attend meetings and conduct the business of the Subcommittee in the event a regular member of the Subcommittee is unavailable.
- An alternate Subcommittee member may participate in any Subcommittee meeting and will have a voice at all meetings. However, they will not be counted in establishing a quorum or voting unless the regular Subcommittee member is absent.

#### Conflict of Interest

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

#### Confidentiality

- All deliberations, rankings, and recommendations shall remain confidential to the Subcommittee.
- 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*.

#### Voting

- Each member present shall have one vote. Only members may move, second, and vote on motions presented at meetings.
- Motions shall be passed by a simple majority of members present at the meeting.

#### Reporting

- The Subcommittee will provide an annual report to the Committee on Scholarly Activity at the end of each academic year.
- Membership for the Subcommittee will be shared with the Committee on Scholarly Activity at the start of each academic year.

#### Office of Record

- The Office of University Governance is the official repository of records and documentation for the Internal Grants Adjudication Subcommittee.



- It is the responsibility of the Chair to send approved minutes and any relevant documents to the Office of University Governance.

#### Terms of Reference Review

- The Internal Grants Adjudication Subcommittee will review the Terms of Reference and provide them to the Committee on Scholarly Activity annually.
- The Committee on Scholarly Activity will need to approve any changes to the Terms of Reference.

#### Policies

The members of the Subcommittee should be familiar with the following policies:

- Responsible Conduct of Research and Creative Activity
- Ethical Review of Research with Human Participants
- Employees' Code of Conduct
- Student Code of Conduct
- External documents:
  - Responsible Conduct of Research (Tri-Agency Framework; see [www.rcr.ethics.gc.ca](http://www.rcr.ethics.gc.ca))
  - 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](https://science.gc.ca/eic/site/063.nsf/eng/h_90108244.html))