

RESEARCH ADVISORY COMMITTEE

Terms of Reference

Remit

The Research Advisory Committee (RAC) at the Royal Hospital for Neuro-disability (RHN) scrutinises all research and fellowship proposals and monitors the progress of the projects throughout the year. In line with the Research Governance Framework for Health & Social Care, it ensures that only studies which are scientifically and ethically sound, and relevant to the aims of the RHN, are carried out.

The RAC is also informing the RHN on the scientific quality and worthwhile value of new research projects/fellowships and monitor ongoing RHN-funded projects, to satisfy the RHN that its grants are being applied properly, that the projects are progressing well, and that, ultimately, continued funding is appropriate.

The RAC also fulfils an ethical advisory role for research (ethical advice for any other issue should be sought from the RHN Ethics Committee).

Membership

The RAC shall consist of a Chairman and not less than three full members. One of these members shall be appointed as Deputy Chairman.

Ex-officio members:

- Chief Executive
- Director of the Institute
- Associate Director of Research
- RHN Board member

Ex-officio members do not have voting rights for applications.

Full members of the committee shall be appointed on the basis of their academic, research and/or clinical achievements and should be independent from the RHN. The length of appointment is three years with a possible two year renewal.

Chair

The Chairman shall be elected from the full members of the committee. The Chairman shall attend RHN Board Meeting on invitation to feedback on the progress of the funded projects.

Meetings

The RAC shall meet three times a year.

Three full members and the Chairman shall constitute a quorum.



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Peer Review

The committee will rely on a peer-review system as described in the standard operating procedure of the committee.

Conflict of Interest

The committee will managed conflict of interest as described in its standard operating procedures.

Vacant positions

Any vacant position will be filled on a casual basis until the term of office has expired.

Record of meeting

The Institute will provide a minute taker for the RAC. An agreed written record for each of the committee's meetings will be circulated to the Board of Management of the RHN.

Reporting

The RAC will receive reports from researchers, fellows and the Associate Director of Research. It will in turn formally report to the Board of Management of the RHN on all activities.



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