

## Research Awards Committee Terms of Reference

### Objective

1. To review applications for research awards and select successful applicants based on the scientific merit, relevance, potential contribution to nursing, clarity and feasibility.
2. To notify the Awards Committee of successful applicants and amount of the research awards to be awarded (within parameters established by the Awards Committee).
3. To review and recommend revisions to the award review process and criteria for awards as necessary. Revisions shall be submitted to the Board of Directors for approval.

### Status

A sub-committee of the Trust Awards Committee.

### Membership

The Research Award Review Committee shall consist of a minimum of five current CRNNL members with experience in research appointed by the Trust Board of Directors. No more than one-third of the Committee shall be non-practicing members of CRNNL. Committee members shall have a minimum preparation of a graduate degree. It is preferable that the reviewers have a current record of research.

The Committee has the option to add an ad-hoc member when additional expertise is needed.

### Chairperson

The members among themselves shall choose the Chairperson.

### Terms of Office

Committee members will serve a 3-year term of office. Members are eligible to serve three consecutive terms. Where possible, membership will be staggered to promote consistency.

Ad-hoc members will serve as a committee member for only the year their expertise is required.

### Secretary

The Trust Coordinator shall serve as secretary to the Committee.

### Meetings

The Committee shall meet as necessary at the call of the Chairperson.

### Budget

The Awards Committee shall establish the annual budget for the Research Award Review Committee. Reasonable expenses of Committee members will be paid in accordance with the Newfoundland & Labrador Registered Nurses' Education & Research Trust.

### Eligibility for Funding

Members of the Committee are eligible to apply for Trust Research Awards. A committee member who applies must declare a conflict and cannot participate in the review.