



Research Committee

Terms of Reference

1. PURPOSE

The Research Committee oversees research activities of the college including the ANZCA Grant Program and reports to Council on its activities.

2. TERMS OF REFERENCE

2.1 The Research Committee roles are to:

- 2.1.1 Promote high quality research conducted by fellows and trainees of ANZCA and FPM.
- 2.1.2 Assess applications for ANZCA Foundation research grants, and determine and award the grants, for projects from fellows and trainees of ANZCA and FPM related to anaesthesia, perioperative medicine or pain medicine carried out in Australia, New Zealand, Hong Kong, Malaysia and Singapore.
- 2.1.3 Develop policy on research issues for consideration by council.
- 2.1.4 Mentor novice researchers.
- 2.1.5 Adhere to the guidelines for all grants which form the ANZCA grant program. Assess and award applications for Project Grants, Novice Investigator Grants, the Academic Enhancement Grant, Professional Practice Research Grants, Patrons Emerging Investigator Grant, Partnership Grants, the Douglas Joseph and Lennard Travers Professorships, and any other grants as requested by Council.
- 2.1.6 Mentor or counsel successful and unsuccessful research grant applicants and other researchers.
- 2.1.7 Chair and adjudicate the Gilbert Brown Prize session at the ANZCA Annual Scientific Meeting.
- 2.1.8 Advise other college committees on research matters.
- 2.1.9 Liaise with the ANZCA Clinical Trials Network Executive, the chair of which reports to the chair of the Research Committee.
- 2.1.10 Advise The ANZCA Foundation Committee on research matters and support efforts to raise funds for research. The chair of the Research Committee is a member of the ANZCA Foundation Committee.
- 2.1.11 Oversee the maintenance of a register of suitable reviewers for grant application reviews.
- 2.1.12 Undertake any other functions as requested by council.

2.2 The roles of the Research Committee do NOT include:

- 2.2.1 Raising funds for research (which is the role of the ANZCA Foundation).
- 2.2.2 Determining the annual amount of the Research Fund pool available for grants (which is the role of Council and the ANZCA Foundation Committee).

2.3 The following are delegated roles from council:

- 2.3.1 Determination and award of successful grant applicants.
- 2.3.2 Allocation of funds to successful grant applicants (within budget available).

2.4 The following require approval of council:

- 2.4.1 Appointment of committee members.
- 2.4.2 Changes to research policy.

2.5 The important groups for coordination/communication for the Research Committee are:

- 2.5.1 Council (governance)
- 2.5.2 CEO
- 2.5.3 ANZCA Foundation
- 2.5.4 ANZCA Clinical Trials Network Executive
- 2.5.5 Professional Practice Research Network Executive
- 2.5.6 Emerging Investigators Subcommittee

3. MEMBERSHIP

- 3.1** The membership of the Research Committee is defined in ANZCA regulation 2.
- 3.2** Appointment of members will be made in each odd numbered year, for a two year period, or as required to fill vacancies.
- 3.3** Appointment of members will take into account the following factors:
 - 3.3.1 interest and experience in research
 - 3.3.2 peer esteem as a researcher
 - 3.3.3 willingness to contribute to the activities of the Research Committee (e.g. as evidenced by track record as a reviewer).
 - 3.3.4 Diversity, inclusivity and geographical considerations as per the college position statement.

4. MEETINGS

- 4.1** The Research Committee will meet three times per year, with one face-to-face meeting of members and all other meetings via virtual platforms.
- 4.2** A quorum for a meeting will be a majority of the voting members, noting that in committees with an even number of voting members, this is half plus one. If at any time the number of members is less than a quorum, the Research Committee may meet only for discussion purposes.
- 4.3** Questions arising at a meeting of the committee (either in person, by teleconference or webinar) are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The chair has a casting vote in addition to a deliberative vote where there is an equality of votes.
- 4.4** There is no provision for a member to vote by proxy.
- 4.5** An agenda with relevant papers will be prepared and circulated to all attendees of the Research Committee, one week prior to each meeting to allow sufficient time to read and consider their contents.
- 4.6** The Research Committee shall ensure that Council receives minutes of the meetings, is kept regularly informed on general progress and activities, and is briefed promptly on all significant matters.
- 4.7** For an electronic vote, questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour).
- 4.8** All matters discussed at Research Committee meetings together with all material provided to attendees are confidential.
- 4.9** Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.
- 4.10** The members of the Research Committee will undertake their work in accordance with relevant ANZCA policies. Bullying, discrimination and harassment will be managed, as relevant, in accordance with the ANZCA Policy on Bullying, Discrimination and Harassment for Fellows and Trainees Acting on behalf of the College or undertaking College functions (available at www.anzca.edu.au/resources/corporate-policies), and staff policies (available by contacting the CEO at ceo@anzca.edu.au).

5. Self-Evaluation

- 5.1** On an annual basis the Research Committee will undertake a formal evaluation and assess the performance and achievements of the committee for the previous period and ensure that it is meeting its objectives as defined by the Terms of Reference efficiently and effectively and is in a position to continue to do so.
- 5.2** Provide an annual report to Council outlining the activities and actions taken by the Research Committee over the preceding 12 months.
- 5.3** The Research Committee will review the Terms of Reference at least once every three years.

6. REPORTING

- 6.1** Meetings will be minuted with the minutes being forwarded to Council. Decisions made electronically will be recorded in the minutes of the next committee meeting.

7. ADMINISTRATIVE SUPPORT

- 7.1** Administrative support for the Research Committee will be from the ANZCA Foundation.

8. FINANCIAL REPORTING AND PLANNING

- 8.1** Each ANZCA committee and sub-committee will have 'financial report' as a standing agenda item and will receive regular financial reports from the relevant staff member.
- 8.2** The roles of the committee do not include the day-to-day financial management of the college (which is the role of ANZCA management).

Version control

Version	Author	Reviewed by	Approved by	Changes
1	A Merry, D Scott (VIC)	L Roberts	Council	Creation
1 (amended)	L Roberts	Executive	Council Oct 2011	Addition of confidentiality & conflict of interest clauses
1 (amended)	L Roberts	Executive	Council Nov 2011	Addition of bullying, harassment policy etc.
1 (amended)	L Sorrell	Executive	Council Feb 2012	Addition of financial reporting and planning
1 (amended)	A Merry K Leslie	L Roberts	Council April 2013	Delegation amendment
1 (amended)	L Roberts	Executive	Council Feb 2014	Amendment to standard wording for ANZCA policies
2		Executive	Council April 2014	Amended definition of quorum and financial reporting.
2 (amended)	L Roberts	Executive	Council April 2015	Amendment to "membership"
2 (amended)			Council Nov 2016	Alignment with the renamed ANZCA Clinical Trials Network Executive and Research Foundation unit
2 (amended)	DA Scott		Council Feb 2021	Updated with new ToR template Addition of Professional Practice Research Network to groups for coordination/communication
2 (amended)	B Regli-von Ungern		Council Dec 2024	Updated with new grant categories. Addition of Emerging Investigators Subcommittee. Under Membership included a statement regarding diversity, inclusivity and geographical considerations as per the college position statement. Corrected the name of the ANZCA Foundation.

Next review: November 2026

