

HIS Grants Committee – Terms of Reference

Role

The Grants Committee is a standing committee of the Healthcare Infection Society (HIS) and is responsible for the design, planning, delivery and monitoring of research grants, awards and fellowships in keeping with the strategic aims of the society.

Activities

- Review and approve the HIS Grants and awards portfolio on an annual basis.
- Decide themes for strategic grants as appropriate.
- Peer review and approve applications for all research grants and awards.
- Facilitate and contribute to the appointment of External Peer Reviewers for the Major Research Grant funding round.
- Oversee the content of the grants and awards pages of the HIS Website.
- Review and approve all documentation relating to grants awards including (but not limited to) grants and awards terms and conditions, standard operating procedures and application forms.
- Facilitate and contribute to the development of post-award support for grant recipients.
- To review and highlight good practice, or research of note that result from HIS funding (via reports).
- Collaboration with the Journal of Hospital Infection to identify grant recipients who proceed to publication.

Reporting to Council and delegation of responsibility

- The Grants Committee, via the Chair, will keep Council appraised of its activities through written reports to Council and the Annual General Meeting.
- The Grants Committee is a sub-committee of the Scientific Development Committee (SDC) and also reports the Chair of the SDC (who verbally reports on the activities of the Grants Committee at Officer and Chairs teleconferences).
- The Chair of the Grants committee is a member of the SDC and vice versa.
- The Grants Committee may make recommendations to Council regarding the organisation of new initiatives
- The Grants Committee are delegated the responsibility to make decisions regarding Research Grants and awards. All decisions must be formally reported to Council during a meeting of Council.
- The Research and Development Manager is delegated authority to conduct the primary triage of Travel Grant applications, before passing on applications within scope that meet the Travel Grant selection criteria.

Membership

- Chair: Is a member of Council, appointed by Council for a three year term, which can be extended by Council by up to a further two years.



- Deputy Chair: Is appointed by Council for a three year term, which can be extended by Council by up to a further two years. Represents the committee at Council if Chair is unable to attend.
- Chair of the Scientific Development Committee
- A Trainee representative
- An associate member
- A member of the microbiological scientific research (academic or industrial) community
- Individual members will be recommended to Council by the Chair for an agreed time period of up to three years, which can be extended by two further terms of two years on the Chair's recommendation, if agreed by Council. Individual members must be members of HIS.
- The minimum number of members shall be eight
- The HIS Research and Development Manager will attend meetings as a Society representative. They do not have voting rights.

Terms of membership

- Any member of the group appointed for a three-year period is expected to attend 50% of meetings (including teleconferences) of the Committee annually unless agreed by the Chair of the Committee
- Ad hoc members of the Committee are encouraged to attend meetings/teleconferences of the Grants Committee.

Meetings

- **Frequency of meetings**

The Grants Committee will meet face-to-face every six months to coincide with the 2 major funding rounds whose decisions fall in the Spring and late Autumn, with work continuing between meetings by email and teleconference as and when required. Normally there will be a teleconference in between each face-to-face meeting. Additional business will be carried out electronically as far as possible. The Chairperson may convene additional meetings as s/he deems necessary.

- **Quorum**

A quorum shall be 5 members

- **Agenda and papers**

An agenda, along with documentation/information/reports supporting the items under discussion will be agreed with the Chair and circulated to members of the Grants Committee a minimum of seven (7) calendar days before a meeting by email. In the absence of return communication outlining errors in the delivery of email, the agenda and papers will be considered received by all parties unless otherwise notified.

It is essential that all papers are read and considered in advance of the meeting.

- **iv. Minutes**

Formal minutes recording the proceedings of meetings will be taken and distributed to the Chair for review within seven (7) calendar days of the meeting taking place. Final minutes will be circulated to all Committee members, and others in attendance, as close to three (3) calendar weeks after the



meeting takes place as is practicable. Minutes of the Grants Committee will be circulated by the Research and Development Manager.

- **v. Decision making**

Where possible, a general consensus identified by the Chair of the Committee will be sufficient to consider a matter passed, rejected or deferred. Where consensus is not possible, all decisions will be made by a vote. Where an equity of votes occurs, the Chair may cast an additional vote to finalise the decision, or may defer the decision for later action.

To ensure the ongoing impartiality and objectivity of the grants committee, the members are asked to adhere to the MRC and Associate of Medical Research Charities (AMRC) policies on declarations of interest when reviewing grant applications. In essence, where a vested interest is identified by a committee member, they must withdraw from the consideration of that application. On the occasions where the Chair declares an interest, the chair of the committee will absent themselves from the decision making in that funding round and deputy chair will take the chair the meeting. Please refer to the HIS conflicts of interest policy for further information.

The terms of reference will be reviewed every two years.

Revised: September 2017

Adopted: September 2017