



## **SHA RESEARCH GRANTS COMMITTEE -TERMS OF REFERENCE**

*12 Oct 2017*

The purpose of the SHA Grants Committee is to approve the award of Society research grants, and to administer the operation thereof. The Committee shall consist of at least three named members of Council, as may be selected from time to time. One member shall be elected as Committee Chairperson.

The SHA Council will announce the annual sum of money available for grants at each AGM (normally held as soon as is practicable after 1 October). The grant cycle will be for the twelve months until the next AGM.

The Committee will examine each application and make an award up to the maximum requested, based upon the merits of each application. They may seek further clarification from each applicant, if required, during the evaluation process.

The Committee may, if it so wishes, seek additional expert guidance during each grant application evaluation process from suitably qualified personnel outwith the SHA.

In the event that the Committee's decision is not unanimous, a majority vote will determine the outcome. If the voting is tied, the Chairperson will have the casting vote.

If the Committee decide not to approve an application, their decision is final. They may, at their discretion, advise the unsuccessful applicant which areas of the application need further work before any subsequent re-submission could be considered. However, no correspondence will be entered into regarding the decision itself.

The Committee will provide the SHA e-news Editor with successful applicant's names and total grant amounts awarded on a quarterly basis, for promulgation to the membership.

All other detail of grant applications will remain confidential during each yearly cycle, until such time as end-of-grant summary reports are received from successful applicants (see Research Grants General Information document). The Committee will submit such summaries for promulgation at each AGM.

No Committee member may apply to themselves for a grant. If any such member wishes to make a grant application during their tenure on the Committee, they will be required to recuse themselves, and a replacement committee member will take their place for the application consideration process.