

College of Medicine & Health

Research & Innovation Committee

Type: Standing

Terms of Reference

1. Terms of Reference

The role of the College of Medicine & Health (COMH) Research & Innovation Committee is to:

- Provide strategic and operational oversight of all matters relating to research & innovation within the COMH and in its engagements with all stakeholders.

2. Functions

The COMH Research Committee will work to:

- **Implement Goal 1 of the [UCC strategic plan 2023-2028](#) on Research and Innovation.**
- Implement the UCC Futures framework and the UCC Research Charter in the COMH.
- Operationalize the Academic Health Sciences System Partnership (AHSSP) to facilitate and maximize research & Innovation integration between the COMH & health service partners in the region (hospital and community) and with other external partners, including industry.
- Develop and execute an action plan to grow the number of doctoral students and fellowships in partnership with the Vice-Head/Vice-Dean for Graduate Studies and the Graduate Studies Committee.
- Implement strategies that create new opportunities for the career development and grant success of research personnel at all career stages in the COMH.
- Ensure that the infrastructure and supports are available and visible in the COMH that supports a culture of engaged research and open research, academic integrity, and that support ethical and responsible practice and support that EDI is enshrined in the COMH.
- Manage and benchmark against research key performance Indicators for COMH.
- Maximise knowledge transfer outputs and support a culture of innovation and entrepreneurship is embedded within the COMH.
- Develop strategies to ensure the successes, outputs and impact of CoMH research activities are communicated to all stakeholders.

3. Membership

3.1 The COMH Research & Innovation Committee will have a Chair who will normally be the Vice-Head for Research and Innovation, COMH.

3.2 The Head of COMH will have permanent right of attendance *ex officio*.

3.3 Membership listing:

- Chair (normally Vice-Head for Research & Innovation, COMH)
 - Vice Chair
 - 1 representative from each of School in the COMH, with a named deputy, should that member be unable to attend meetings.
 - 1 representative from a School in COMH focused on the COMH Research Conference.
 - 3 representatives of COMH RICUs
 - A representative from UCC innovation
 - A representative from Health Innovation Hub Ireland
 - Vice-Head for Graduate Studies, COMH
 - Research Support Officer for Research & Innovation, COMH
 - A representative of the Vice President for Research and Innovation
 - A representative of the Clinical Research Facility (CRF)
- (Some flexibility will be allowed in Membership, to strive for a minimum representation of 40% of each gender)

Each representative will nominate a deputy to attend meetings should they not be able to attend.

3.4 As necessary, leaders/directors of UCC Futures, members of the wider College and or University, and or persons external to it may be invited to attend meetings to promote interdisciplinarity, for specific agenda items and or to provide updates, advice and or assistance, by agreement of the Chair.

3.5 Membership is predicated on attendance of at least half of the meetings of the research committee per year to ensure the effective functioning of the committee.

3.6 The term of office for members of the College Research Committee will ordinarily be three years. An additional period(s) of membership can be undertaken if requested by the Head of College.

3.7 Where a vacancy arises on the Research Committee, the vacancy will be made known to the relevant School/Centre/Unit/Area and a replacement will be appointed.

4. Meetings, Quorum and Sub-Committees

4.1 The committee will meet a minimum of eight times during the academic year and additionally as required by the Chair, the Head of College, or the College Executive.

4.2 To be quorate, the attendance must be at least 50% of full committee members +1. Meetings cancelled due to lack of a quorate are to be rescheduled to take place within four weeks.

4.3 The committee may establish sub-committees or working groups led by individual committee members, with membership drawn from the wider COMH if necessary to enable it to fulfil its remit.

5. Reporting

5.1 The COMH Research Committee will report to the Head of the COMH and the COMH Executive and will also report the Office of the Vice President for Research & Innovation (OVPRI).

- 5.2 The Head of College and or the Vice-Head for Research & Innovation, COMH as their nominee will in turn report to other College or University committees and external bodies when required.

Appendix 1: Standing Orders for the COMH Research & Innovation Committee

These Standing Orders shall apply to the College of Medicine & Health Research & Innovation Committee.

1. This Committee shall have its own terms of reference and membership drawn up and then agreed with the Head of the College of Medicine & Health and College Executive.
2. Each Committee shall have a Chairperson to conduct meetings and take responsibility for actions agreed. Chairpersons shall normally serve a minimum of three years and a maximum of six years, unless instructed otherwise by the Head of the College of Medicine & Health.
3. Meetings shall be called by the Chairperson of the Committee.
4. Chairpersons and Deputy Chairpersons shall be appointed, following consultation, by the Head of the College of Medicine & Health.
5. With administrator support, the Chairperson shall ensure that a record is kept of each meeting and that an agenda is circulated not less than two days in advance of the meeting.
6. Administrative staff shall normally be in attendance to provide administrative support and keep the meeting records.
7. With administrator support, the Chairperson shall ensure that important documents are available at least two days in advance of the meeting.
8. The Chairperson shall endeavour to arrange meetings such that as many members as possible can attend. Committee members who cannot attend shall normally submit their apologies to the Chairperson in advance of the meeting.
9. The Vice-Head for Research & Innovation, COMH in consultation with the Head of College shall be responsible for ensuring reasonable gender balance and fair representation in the composition of the College of Medicine & Health Research Committee.
10. The Chairperson shall strive to ensure that each member has an equal opportunity to make their views known and that no one member unduly inhibits full and free discussion by others. To this end, the Chairperson may request a committee member to desist while other views are heard.
11. Committee members shall treat the Chair, and each other, with professionalism, courtesy and respect at all times. Failure to do so on the part of any person or persons will result in the Chair issuing a warning to the offending party or parties. Failure to heed this warning will result in the Chair requiring the offending party or parties to withdraw.
12. The Chairperson shall strive to achieve consensus whenever possible. Where consensus cannot be achieved, a vote may be taken once the meeting is quorated. The Chairperson or in the absence of the Chair the vice chairperson shall exercise the casting vote. Votes shall be carried by a simple majority of those present with the subsequent recommendation discussed with the Head of the College of Medicine & Health