

School of Medicine: Research and Innovation Committee

Type: Standing

1. Terms of Reference

The role of the School of Medicine Research and Innovation Committee is to;

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

2. Functions

2.1 The School of Medicine Research & Innovation Committee will:

- 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 School.
- Develop and enact a strategy that encourages new research collaborations among School of Medicine staff and which identifies opportunities for external funding to increase PhD and postdoctoral researcher numbers.
- Develop and enact a strategy to foster a sense of identity between all School of Medicine affiliated staff and the School.
- Collate and communicate Departmental, Unit and School research and innovation metrics, needs, successes, and challenges at all levels (Department, School, College, University & Externally).
- Develop and enact a mentorship strategy at all career stages to increase the numbers of new grant applications, including ERC grant applications and equivalent.
- Maximise knowledge transfer outputs and support a culture of innovation and entrepreneurship within the School of Medicine.
- Establish strategies to ensure the successes, outputs and impact of School of Medicine research activities are communicated to all stakeholders,
- Ensure that a culture of research integrity, EDI & open research is enshrined in the School of Medicine.
- Work to develop and disseminate effective engaged research and PPI supports in the School of Medicine.
- Audit and work to develop School of Medicine research facilitates needs and repairs, anticipated needs and identify relevant funding opportunities to address these needs.
- Audit and work to increase all School of Medicine research space including matters relating but not limited to space allocation and IT.
- Audit and work to increase research and administrative supports for research activity within the School.
- Collate and discuss, and enact solutions where possible, research-related issues raised by School of Medicine staff and postdoctoral and postgraduate researchers.
- Disseminate available supports and training in research-related activities and career readiness for all School of Medicine students and staff.
- Manage and benchmark against Research & Innovation key performance Indicators for the School.

- Ensure mapping of research & innovation in the School of Medicine on to the UN Sustainable Development Goals.

3. Membership

3.1 The School of Medicine Research & Innovation Committee will have a Chair who will normally be the Vice-Dean for Research and Innovation in the School of Medicine.

3.2 The Dean of the School of Medicine will have permanent right of attendance *ex officio*.

3.3 The membership of the committee will include equal representation from across the School as follows that will include a Chairperson and a Deputy or Co-Chairperson chosen from the membership.

- 1 x Anatomy and Neuroscience
- 1 x Centre for Gerontology and Rehabilitation
- 1 x General Practice
- 1 x Medicine
- 1 x Medical Imaging Radiation Therapy
- 1 x Obstetrics and Gynaecology
- 1 x Paediatrics and Child Health
- 1 x Pathology
- 1 x Pharmacology and Therapeutics
- 1 x Physiology
- 1 x Psychiatry
- 1 x Surgery
- 1 x Medical Education Unit
- 1 x INFANT rep (Futures Children)
- 1 x APC rep (Futures Food Microbiome & Health)
- 1 x Cancer Research @UCC rep (Futures Medicines)
- 1 x CNSC rep (Future Ageing & Brain Sciences)
- Chair GS committee or nominee
- School of Medicine Research & innovation Committee administrative support.
(Some flexibility will be allowed in Membership, to strive for a minimum representation of 40% of each gender)

3.4 Department, Units and or Centres may choose to combine their representation and send a single shared representative if desired by agreement with the Dean of the School of Medicine.

3.5 As necessary, members of the wider School 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.

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

3.7 The term of office for members of the School of Medicine Research & Innovation Committee will ordinarily be three years. Additional period(s) of membership can be undertaken if requested by the Dean of the School of Medicine.

3.8 Where a vacancy arises on the Research Committee, the vacancy will be made known to the relevant Department/Centre/Unit/Area and a replacement will be appointed in consultation with the Chair and the Dean of the School of Medicine.

4. Frequency of Meetings, Quorum and Sub-Committees

4.1 The committee will meet a minimum of 9 times during the calendar year and additionally as required by the Chair or Dean of the School of Medicine.

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 School of Medicine and or University if necessary to enable it to fulfil its remit.

5. Reporting

5.1 The School of Medicine Research & Innovation Committee will report to the Dean of the School of Medicine, the School of Medicine Leadership subcommittee, School of Medicine Executive, and the College of Medicine & Health Research & Innovation committee.

5.2 The Dean of the School of Medicine, the Chair of the School of Medicine Research & Innovation committee or their nominee will in turn report to other College or University committees and external bodies as required.

Appendix 1: Standing Orders for the School of Medicine Research & Innovation Committee

These Standing Orders shall apply to the School of Medicine 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 School of Medicine and School 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 Dean of the School of Medicine.
3. Meetings shall be called by the Chairperson of the Committee.
4. Chairperson and Deputy Chairperson shall be appointed, following consultation, by the Dean of the School of Medicine.
5. 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 be in attendance to provide administrative support and keep the meeting records.
7. 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 Chairperson, in consultation with the Dean of the School of Medicine shall be responsible for ensuring reasonable gender balance and fair representation in the composition of the School of Medicine Research & Innovation 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 Dean of the School of Medicine.