

Research and Innovation Expert Reference Group

Terms of Reference

1. Objectives

The role of the Research and Innovation Group is to advise the Tropical Australian Academic Health Centre (TAAHC) on research strategies, initiatives, innovations, policies and procedures that affect the research and research training interests of TAAHC; promote and co-ordinate collaboration and partnership between TAAHC Members; and provide a conduit for communication and engagement between the TAAHC Board and broader TAAHC Membership.

2. Membership

Each TAAHC Founding Member will nominate one representative to the Research and Innovation Expert Reference Group.

Attendance of at least 50% of members shall constitute a quorum.

3. Meetings

The committee shall meet at least 4 times per year, with further meetings as required to progress key activities, such as review of funding applications.

The Group will hold one face to face meeting per year. All other meetings will be held via tele-/videoconference.

4. Duties and Responsibilities

The duties and responsibilities of the Research and Innovation Expert Reference Group are to:

- Promote research, research training, and scholarship within TAAHC Members;
- Advise, formulate recommendations, and provide information to the TAAHC Board on research, innovation and research training policy, guidelines, activities and initiatives;
- Review and shortlist applications for TAAHC Research funding schemes;
- Co-ordinate and implement the following TAAHC research engagement and development initiatives:
 - The TAAHC Research Engagement Program, which includes activities such as informational visits from experienced clinician-researchers, targeted workshops, engagement with student research projects and access to research mentors;
 - The Development Project Scheme to provide support for Members to identify and undertake one or more priority research projects that address an organisational clinical or service delivery need.

5. Reporting

The Research and Innovation Expert Reference Group will be required to provide an activity report to the Board at each of its quarterly meetings.

6. Review

The terms of reference of the Expert Reference Group shall be reviewed annually and recommendations made to the TAAHC Board.

