



## Research and Education Committee (REC)

### Terms of Reference

#### 1 Introduction

The Research and Education Committee (REC) is a sub-committee of the Board of RNZCGP. REC provides financial support to those conducting research or educational projects, in accordance with the purpose of the College, the purpose and principles of REC, as set out in paragraphs 3 to 5 below.

Funding rounds are held three times a year. During each funding round, applications are invited to apply for financial support to the Committee for consideration. There is no restriction on who may apply for and receive a grant.

#### 2 Background

At a Special General Meeting on 24 July 2020 the Council of Research and Education Charitable Trust (RECT) resolved to dissolve the RECT and replace it with a sub-committee of the Board, under its full control. RECT was incorporated under the Charitable Committees Act 1957 on 7 March 1967 and, on 30 June 2008, was registered under the Charities Act 2005.

#### 3 The Purpose of the College

The purpose of the College is to encourage, foster and maintain the highest possible standards for medical care within the scope of general practice, rural general practice, and rural hospital medicine in order to reduce health inequalities and achieve improved health for all New Zealanders.

REC acts in support and alignment of the Colleges Purpose at all times.

#### 4 Purpose of REC

The purpose of REC is to support research that fosters, and helps maintain, high standards of learning and conduct, and/or creates new knowledge, in general practice, rural general practice, and rural hospital medicine.

#### 5 Principles of REC

REC is committed to:

- supporting and furthering the Purpose of the College, the Principles and Purpose of REC
- supporting research which aims to improve health outcomes and reduce health inequities in New Zealand;

- Kaitiakitanga, (Service and Stewardship): a style of leadership that incorporates traditional Māori values such as Tika (proprietary), Pono (integrity), Aroha (compassion), Manaakitanga (hospitality), Mana (prestige) and Rato (service);
- Whanaungatanga (Respect and Collaboration): the practices of respect and collaboration by acknowledging the interconnectedness of all things and inter-relationships with people;
- Mana tangata (Diversity and Inclusion): the practises of respect, equity, diversity and inclusion;
- Auaha (Innovation and Creativity);
- respecting and implementing the dual heritage of the partners of Te Tiriti o Waitangi (the Treaty of Waitangi);
- maintaining the highest standard of integrity of REC by funding projects that will benefit the science and practice of general practice, rural general practice, and rural hospital medicine in NZ;
- supporting emerging and established researchers to undertake research in general practice, rural general practice, and rural hospital medicine; and
- fully aligning to the College Strategic Intent, as amended from time to time.

## **6 REC Decision Making**

The College Secretariat will pass on to REC only those applications that do not contravene Clause 6.1 and that are in keeping with criteria in Clause 6.2.

REC meets three times per year, approximately one calendar month after the close of each funding round.

At these meetings, REC assesses up to fifteen grant applications, using an assessment rubric developed by the College. The first 15 grant applications received in the funding round that occurred directly before that meeting will be assessed. In the event that more than 15 applications are received, the 16<sup>th</sup> application and onwards will be assessed at the following meeting, and so forth.

The following two steps must be considered by REC when making decisions to provide grants.

### **6.1 Step One:**

REC will keep in mind that it does not provide grants to or for:

- education fees or usual course costs; or
- loss of income to reimburse for unpaid leave taken to do the research; or

- salaries for principal investigators, unless the principal investigator is a specialist GP who is not in a paid academic role; or
- additional grants for research, education or travel previously funded by the Committee; or
- attendance at conferences or similar, simply to observe; or
- activities that should rightly be funded elsewhere, for example core College activities or those that should be routinely funded by others such as the Ministry of Health, DHBs or PHOs; or
- continuing professional development activities for College members that can be supported by their Faculty or Chapter funds, for example, attendance at the College Conference or regional CME conferences; or
- applicants representing the College at a conference or event; or
- anyone who has not submitted a formal application.

## 6.2 Step Two:

REC will only provide grants to applicants for the purpose of:

- undertaking research benefiting general practice, rural general practice, and rural hospital medicine in NZ. Such applications are likely to include remuneration for undergraduate summer studentships, remuneration for discreet research assistant tasks, or the completion of incomplete projects, funded by some other institution, where a grant is integral to the success of the study; or
- remuneration of summer studentship interns in general practice, rural general practice, and rural hospital medicine
  - Each of the following institutions will receive no more than one grant per calendar year to fund summer studentships: University of Auckland – Auckland; University of Auckland – Waikato; University of Otago – Dunedin; University of Otago – Christchurch; University of Otago - Wellington; or
- providing education benefiting NZ general practice, rural general practice, and rural hospital medicine. Such applications are likely to include a visiting professor undertaking a speaking tour of NZ or an academic exchange; or
- travel;
  - provided applicants are confirmed to present research results of their projects and must travel to do so, the following will be reimbursed: reasonable accommodation, reasonable transport and necessary transfers. Their research must align with the purpose of the College, the principles and purpose of REC

## **7 Recording and notifying decisions**

Every meeting of REC will be minuted. All grant application decisions will be recorded, and the record must demonstrate clearly the application of steps one and two of the decision-making process at paragraph 6.

Committee secretariat will be provided by the College. The draft minutes of the meeting are to be sent to the Chair within two weeks of the meeting. The final minutes are to be sent to the Head of Membership Services within three weeks of the meeting.

## **8 Appointment to REC**

REC shall comprise the following:

- One sitting director of the College Board;
- Two sitting members of the National Advisory Committee;
- Two members of Te Akoranga a Māui; and
- The Head of Membership Services (or equivalent senior management team member as approved by the CE)

These appointments will serve a term of three years, unless their eligibility on the board/ committee they represent ends, at which time a replacement appointment will be made by the board/committee that they represent. A member of REC may only serve a maximum of two consecutive terms.

In addition, REC may from time to time, and by consensus, appoint an additional independent person (IP), that may not necessarily be a member of the College. The IP will have a recognised skill and experience in grants and research. The IP will serve a term of three years, however REC may terminate the appointment of the IP at any time by consensus.

## **9 Chair of REC**

REC will select a chairperson by consensus vote every year being the first meeting held after the College Annual General Meeting.

## **10 Funding REC**

The College will levy all members, as set annually by the Board, an amount for REC via the College membership invoicing. Net income arising from the investment of the funds held by the College, and the annual subscriptions shall be expended or applied towards carrying out and performance of the Purpose of REC.

All Committee members appointed by the National Advisory Committee and Te Akoranga a Māui, as well as any additional independent members, are eligible for the usual College daily meeting fee, prorated for the duration of the meeting.

All reasonable expenses will be reimbursed for all Committee members.

## **11 Grant values and limits**

It is anticipated that REC will allocate the net funds available and received from annual income every year. It is not intended to accumulate funds from year to year, although REC may proactively agree to withhold some funds from one financial year to the next year for the specific purpose of a large and known grant application pending.

Grant applications will typically be in the range of \$5k - \$20k for individual applications.

The limit for a single grant allocation will be \$40k, and any single grants in excess of \$40k must be submitted to the Board for prior approval.

REC may distribute the funding available to single or multiple applicants in any proportions that they deem most efficacious to directly furthering the purpose of the College, the purpose and principles of REC as defined above at paragraphs 3 to 5.

## **12 Meetings**

REC meets three times per year to assess and decide grant applications. Meetings can be in person or via electronic teleconferencing.

Before each meeting, the College secretariat provides REC with a copy of the applications and a single-sheet summary of the types of grants, money applied for, and the purpose of the research, education or travel.

A quorum for a General Meeting is four REC members.

## **13 Reporting Mechanism**

REC provides the College Board with a Board Paper ahead of the College Board's Annual General Meeting. This Board Paper summarises the rationale behind every grant decision taken by REC since the Board's previous Annual General Meeting.

Changes to REC of any kind are submitted to the Board for their consideration. The Board may make decisions in this regard in accordance with their own rules.

## **14 Confidentiality and Conflicts of Interest**

REC will maintain confidentiality of agenda material, documents and other matters forwarded to them unless otherwise specified.

REC members should document their conflicts of interests and identify any conflict of interest prior to a discussion of a particular issue. REC (by consensus) will then decide what part the member may take in any relevant discussion.

Applicants will be asked about actual or perceived conflicts of interest in the application form.

## **15 Requirements of grant recipients**

The recipients of grants awarded by REC will be required to account for the funding received via a report to REC at the conclusion of their research, and if not concluded within six months of receiving the grant, an interim report of progress will be required.

REC will decide on the format and content of the report, and recipients will agree that the research findings may be used and published by the College.

REC only provides grants to applicants who:

- confirm that they will conduct only the activities specified in their accepted application, unless otherwise agreed by REC; and
- confirm that they will use the grant for only the purposes specified in their accepted application, unless otherwise agreed by REC; and
- confirm that they will provide reports to REC detailing the progress of the applicant's accepted proposal, at intervals so agreed between REC and the applicant, unless otherwise agreed by REC; and
- confirm that they will contact, by email, or telephone, REC, should there be reasonable cause to do so. For example, should the applicants work deviate from their accepted application.