



# Terms of Reference Policy for RESCOM

October 2019

## Policy aims and objectives

The TSA is a registered Charity number 1039549 (England & Wales) SC042780 (Scotland). TSA's RESCOM must act in the best interests of the Charity when advising the Board on all research-associated matters.

This document outlines TSA's terms of reference for both scientific and lay members of RESCOM, when taking part in any review process linked to the charity's research funding programme

## Purpose

The committee is mandated by TSA's Board of Trustees:

- to ensure the integrity of the charity's programme of scientific research project support and its relevance and importance to people affected by TSC; and in addition, by agreement
- to provide scientific validation of any of the charity's activities in support of research and the perspective of people affected by TSC regarding these activities.

## Remit

- for scientific members to assess applications for research grant support received during the charity's research funding round or on ad hoc basis for scientific merit, appropriateness of expenditure and relevance to TSC, except where there is a conflict of interest;
- for lay members to assess applications for research grant support received during the charity's research funding round or on ad hoc basis for their importance and priority in helping to understand more about TSC and their relevance to TSA's Research Strategy, except where there is a conflict of interest;
- for members to attend the RESCOM meetings, where invited;
- for members to present reviews and scores on the applications assigned to them to the rest of the committee at the grants review meeting;

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- for members to vote on all applications for research grant support received, except where there is a conflict of interest, at the grants review meeting;
- for all members, to advise the Board of Trustees, Chief Executive and Head of Research on the order of merit of the grant applications it has assessed, after the grants review meeting;
- for all members to undertake other review tasks from time to time, at the request of the Board.

## Mode of operation

- the committee will work to a process, which will be reviewed in consultation with the committee on an annual basis;
- minutes will record all procedural decisions made by the committee. The discussion of individual applications, and the individual scoring of applications, will be confidential. Whereas the Board will have right of access to all committee proceedings, the normal expectation will be that the committee is advised by the committee Chair on the basis of a ranked order of merit derived from the committee as a whole;
- the charity attaches importance to adherence to AMRC good practice guidelines and to maintaining a high level of transparency in its relationships with applications for funds and grant holders.

## Membership

- the committee will have up to 20 members in total (currently our RESCOM is made up of 8 scientific members and 5 lay members). Both scientific and lay committee members will be selected by open recruitment processes, subject to the need for the committee Chair to ensure, with appropriate consultation, a spread of scientific competence sufficient to review the applications coming before the committee and the selection of lay members who are felt able to present the views of people affected by TSC in a committee setting. The Board of Trustees nominates responsibility to the Chair and TSA's Research team to identify suitable members via such open recruitment processes;
- terms of appointment for all members will normally be for 6 years but a finite number of grant rounds (max. 3) for which they will be called and will not normally be renewed;
- potential conflicts of interest will be avoided by maintaining high levels of transparency in the work of the committee and by scrupulous procedures which remove those committee

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members with a potential conflict of interests from review of any particular application. The conflicts of interest policy outlines this in more detail.

## Chair

- the committee Chair will serve a minimum of three and maximum of six years, and will be shadowed by the new replacement Chair in their final year;
- the appointment of Chair will be made by the Board bearing in mind any proposal by the committee, and the Chair will report to Board, with recommendations at the conclusion of a grant round.

## Quorum

- at least two-thirds of the members of the committee must be present for there to be a quorum.

## Staff involvement

- the Research team of TSA is expected to play an active part in the committee's work; but they will not referee or vote on applications for grant support. Secretariat support will be provided to the committee by members of the Research team.

## Expenses

- the committee will work within the Expenses Policy of the charity (available on request).

## Data protection and confidentiality

- In agreeing to act as a member of RESCOM, members agree to have their contact details processed by TSA for the purposes of managing activities of the committee.

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