

ARCASN RESEARCH COMMITTEE TERMS OF REFERENCE

Purpose

The Committee supports members wishing to conduct nursing research.

Goal

The committee promotes the advancement of evidence-informed practice in nursing within the Atlantic Schools of Nursing in accordance with the objectives of ARCASN.

Membership

The Committee is composed of one representative from each ARCASN nursing education program. Members hold office for a minimum of two years; appointments may be repeated once and replacements are staggered to ensure continuity in the long term nature of the committee's work.

Officers

The Committee Chair is appointed by ARCASN Executive for a two year, non-renewable term of office. The Secretary may be decided by the Committee.

Authority

The Committee is a standing committee of ARCASN and is responsible to ARCASN Executive. The Committee reports to ARCASN Executive at least once yearly and, through it, submits an annual committee report to the ARCASN general membership.

Meetings and Quorum

The Chair convenes meetings as needed. The Committee normally meets by audio teleconference. A quorum consists of 50% of members present before any business is conducted. Minutes are circulated to committee members and the ARCASN President.

Conflict of Interest RE: Research Grant Proposal Submission

When a member of this committee submits an application for consideration for a Research Grant Award the following process will occur:

- A. The member will be part of the review committee but will not review their own proposal nor any proposal from their home university
- B. The member will submit the reviews and receive the anonymized table summary data of all proposal review scores.
- C. The member will declare their conflict of interest at the beginning of the meeting in which the Research Grant Award Recipients are approved and will not participate in the discussion of the committee as a whole related to all of the proposals.

Functions

1. Acts in an advisory, consultative, and supporting capacity to the ARCASN Executive on developments in nursing research.

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2. Provides active ARCASN members with money to conduct research projects. In the event that a member(s) of the research committee applies for an award the member(s) will not be part of the adjudication of awards process.
3. Awards active ARCASN members grants for research projects.