



ARCASN RESEARCH COMMITTEE TERMS OF REFERENCE

Purpose: To promote and support research activities of ARCASN members, including the administration of ARCASN Research Grants.

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 renewed once, and replacements are staggered to ensure continuity in the committee's work.

Officers: The Committee Chair is appointed by ARCASN Executive for a two-year, non-renewable term of office.

Authority: The Committee is a standing committee of ARCASN and is responsible to the ARCASN Executive.

Meetings and Quorum: The Chair convenes meetings as needed and normally via virtual conference. A quorum of 50% of members must be achieved before any business is conducted.

Role of Committee:

1. Administer the ARCASN research grant(s), including call for proposals, review of applications, and recommendation(s) to the ARCASN Executive for funding. The committee also ensures grant recipients submit a report of their research within one year of receiving the award.
2. Undertake a fair and transparent process in evaluating applications submitted to the annual research grant competition. Members will not review/score their own application(s) or any from their own university. Members will be asked to declare any conflicts of interest prior to the review of the research grant applications; if necessary, members will be excluded from these discussions.
3. Provide a networking opportunity for ARCASN members to discuss their research interests and potential collaborations.
4. Submit a report to the ARCASN Executive at least once yearly, which will be shared with the general membership.

Approved by ARCASN executive on October 21, 2021