

Mount Royal Committee Charter

Name of Committee	Scholarship Review Committee
Name of Committee Sponsor(s)	Associate Vice-President - Research, Scholarship and Community Engagement
Date	September, 2008 (last revision August 2017)

Mandate The Scholarship Review Committee (SRC) reviews institution-wide grant applications for funds managed by MRU, makes decisions on ranking, and provides recommendations for funding to the AVP Research, Scholarship and Community Engagement (AVP).

Background The SRC has existed since September 2005 (originally the *Research Reserve Fund Committee* with a mandate to review Reserve Fund-based grant applications). Internal grants require a formal peer review by a representative group of faculty operating relatively independently from the AVP.

Authority This committee makes ranking decisions on internal applications (e.g., Internal Research Grant Funds and Faculty Conference Travel Grant Funds) and makes recommendations regarding funding to the AVP. The committee may also be called upon to review external grant applications as necessary.

Membership Three representatives from each Faculty as well as one representative from the Library and one representative from General Education or the Academic Development Centre (see below), appointed or elected through an internal process (the process shall also identify a secondary member) – 3 year term. Faculties should endeavor to provide members from across the disciplines. If the SRC Chair determines that there are gaps in the expertise of the committee, additional members may be added from the Faculties listed below or from other units on campus (e.g., Indigenous Research).

- Faculty of Business and Communication Studies (3)
- Faculty of Health, Community and Education (3)
- Faculty of Arts (3)
- Faculty of Science and Technology (3)
- Library (1)
- General Education or Academic Development Centre (1)
- Office of Research, Scholarship and Community Engagement – Manager (ex-officio)
- Chair - AVP Research, Scholarship and Community Engagement (non-voting).

Activities

- Review applications for internal research grants through a peer review process in which internal reviewers with appropriate expertise are sought where necessary. Reviewer comments are then organized and presented by committee members. The member's responsibility is comparative evaluation and ranking;
- Review, as needed, applications for research funding that are externally based but require some type of internal review. Methods will vary based on criteria supplied;
- Provide a forum for discussion and review of internal grant criteria, with recommendations forwarded to the AVP Research, Scholarship and Community Engagement;
- The committee shall attempt to work by consensus, however when a vote must be taken a quorum shall consist of 50% + 1 of voting members. The Chair shall only vote to break a tie.

Resources Administrative support will provided by the Office of Research, Scholarship and Community Engagement

Timeframe: The committee shall meet as required by proposal deadlines (typically two meetings per deadline), and at the call of the Chair.

Proceedings: A summary of projects that receive funding shall be produced and circulated publicly through the ORSCE Web site. All deliberations, rankings and recommendations shall remain confidential. The contents of applications shall also remain confidential. Members will also be bound by the confidentiality stipulations of the Tri-Agency Policy Statement on Research Ethics.