

AAG Research Trust Grants Committee

Terms of Reference

1. Purpose

Australian Association of Gerontology (AAG) Research Trust exists to stimulate research that improves the experience of ageing through innovation in policy and practice.

AAG is the corporate trustee of the AAG Research Trust. The Steering Committee assists the AAG to discharge its obligations as Corporate Trustee in overseeing the financial, statutory and regulatory requirements of the AAG Research Trust, including those set down in the Trust Deed. The Steering Committee oversees the management and operations of the AAG Research Trust and provide advice to the Corporate Trustee as required. The Grants Committee reports to the Steering Committee.

The AAG Research Trust makes grants on a competitive basis and applications are assessed by the Grants Committee on scientific merit and in accordance with the criteria.

The purpose of the AAG Research Trust Grants Committee (the Committee) is to:

- review the process and timing for each funding round;
- apply the selection criteria when assessing applications; and
- recommend awardees to Trustees for grant applications offered by the AAG Research Trust.

AAG Research Trust has three grants funding programs: RM Gibson Program, the Strategic Innovation Program and the Hal Kendig Research Development Program (see Attachment 1).

2. Structure

The Chair of the Grants Committee oversees the grant assessment process including but not limited to overseeing all documentation, meetings and facilitating the grant making process.

Program Leads for each program coordinate activities for a specific funding round under the guidance of the Chair, including chairing Grants Committee meetings relating to the grant making process.

The Grants Committee report to the Steering Committee of the AAG Research Trust via the CEO.

The Grants Committee is made up of the Senior Group which review all three programs and the Development Group which only reviews the RM Gibson Program. The Development Group is designed to build capacity of emerging researchers and practitioners engaged in research (early and mid-career), to share the workload over the three funding rounds and to facilitate succession planning. Members of the Development Group progress to the Senior Group of the Grants Committee as individual vacancies arise or it is felt that capacity needs to be increased.

See Attachment 2 for an organisational structure of the AAG Research Trust.

3. Appointment and Term

Members of the Grants Committee are recruited through an open and transparent expression of interest process. They are appointed based on the selection criteria and gaps in the current Grants Committee by the Steering Committee for three years in each instance, renewable for further terms at the discretion of the Steering Committee. Extensions can be provided due to career interruptions such as maternity leave.

| Area | Effective Date | Last Review Date | Version | Responsibility | Next Review Date |
|------------------|----------------|------------------|---------|----------------|------------------|
| Grants Committee | July 2018 | Dec 2021 | 1.6 | Steering Cttee | Nov 2022 |

Where possible one third of the Grants Committee retire at the end of each cycle to ensure continuity of membership.

The Grants Committee Chair (Chair) and the Program Leads are also recruited through a similar expression of interest process. They are also appointed by the Steering Committee using the same approach as for the members.

It is envisaged that one of the Program Leads will rotate into the Chair position. A recommendation on the new Chair will be made to the Steering Committee by a subcommittee comprising the previous Chair in consultation with the CEO and the Chair of the Steering Committee of the AAG Research Trust.

4. Membership

Membership will consist of individuals from research and practice disciplines across the breadth of gerontology, with up to 25 in both the Development and Senior Groups working across the different funding rounds. Proxies are not accepted. Members will be appointed based on relevant expertise and experience across disciplines and professions, along with a balance consistent with the AAG membership profile including geographically, gender, whilst members from under represented areas such as regional, rural and remote will be encouraged to apply. Emerging researchers are recruited to give these early to mid-career researchers an opportunity to participate in grants review committee process under the mentorship of more senior committee members.

All Committee members must be current financial Members of the Australian Association of Gerontology.

Members of the corporate trustees of the AAG Research Trust cannot be members of the Grants Committee.

Grants Committee members cannot apply for funding as the lead applicant for an AAG Research Trust grant of any kind for a funding round that they likely to review. However, they may be listed as a co-researcher in another person's application.

A separate Aboriginal and Torres Strait Islander Review Panel has been developed that focuses on Aboriginal and Torres Strait Islander initiatives and reports through the Grants Committee.

5. Roles and Responsibilities

The Chair is responsible for leading the committee and ensuring the grant selection process is fair, timely and achieved with a collegial approach between members.

Members of the Committee commit to:

- indicating if there are any potential conflicts of interest;
- assessing the allocated applications within the agreed timeframes;
- attending a teleconference to discuss the application review outcomes and decide on grant awardees; and
- notifying the Deputy Chair and the Chair, as soon as practical, if any matter arises which may be deemed to affect the development of the grant process.

Members of each sub-committee reviewing a funding round expect:

- that each member is provided with complete, accurate and meaningful information in a timely manner;
- to be given reasonable time to make key decisions; and
- open and honest discussions based around the purpose of the Trust.

6. Meetings

| Area | Effective Date | Last Review Date | Version | Responsibility | Next Review Date |
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The meeting of the Grants Committee Program Leads will occur annually including to plan for the year ahead, review the terms of reference, as well as the processes and will be chaired by the Grants Committee Chair.

Grant Committee program rounds will be chaired by the responsible Program Lead and where the Program Lead is not available, the Chair will step in. The Chair will attend all meetings.

A meeting quorum is half the members of the invited Grants Committee.

Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the Chair makes a final decision

Meeting agendas will be provided by National Office, this includes:

- preparing agendas and supporting papers; and
- preparing meeting notes and information.

Meetings will be held via videoconference for each funding round to discuss and select the winning applications.

If required sub-committee meetings will be arranged outside of these times at a time convenient to subgroup members.

7. Amendment, Modification or Variation

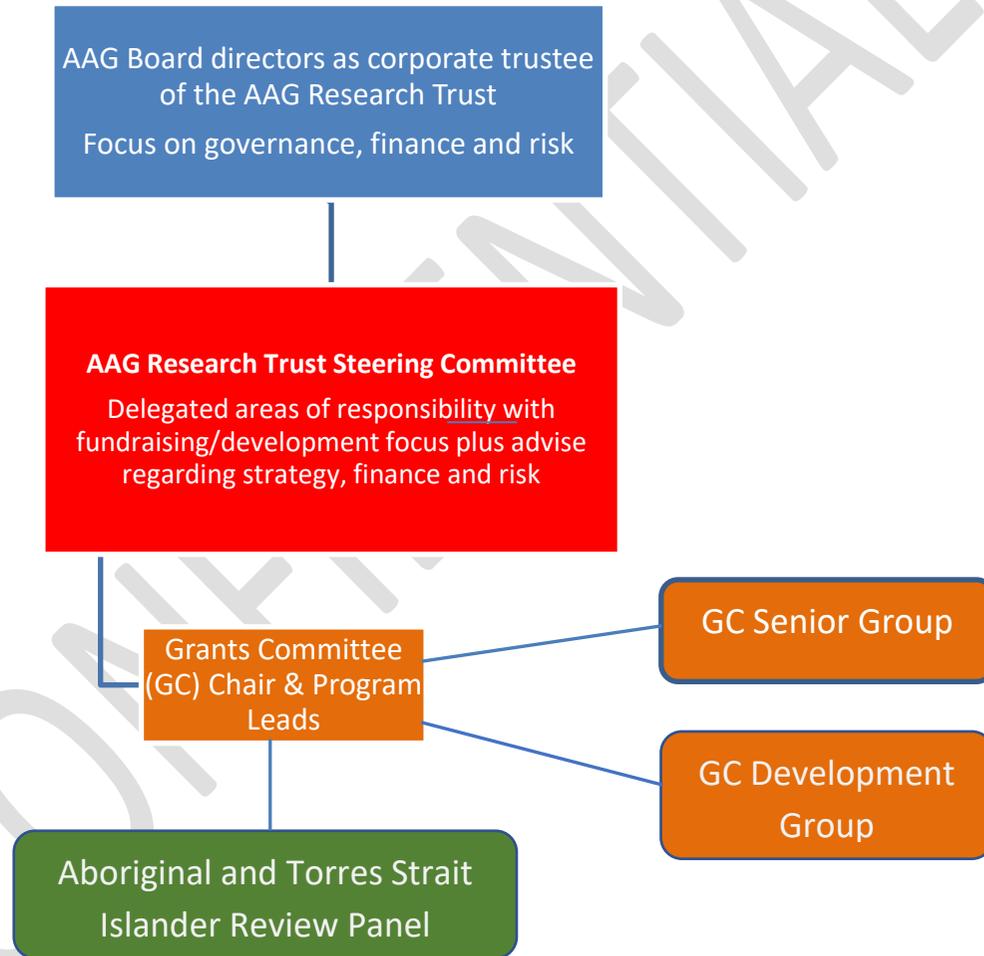
This Terms of Reference may be amended, varied or modified in writing after consultation with the Committee Members and approval by the Trustees, which will occur on a regular basis.

Attachment 1 – AAG Research Trust funding rounds



| Area | Effective Date | Last Review Date | Version | Responsibility | Next Review Date |
|------------------|----------------|------------------|---------|----------------|------------------|
| Grants Committee | July 2018 | Dec 2021 | 1 6 | Steering Ctte | Nov 2022 |

Attachment 2 – AAG Research Trust organisational structure – December 2021



 Staff (EFT)

| Area | Effective Date | Last Review Date | Version | Responsibility | Next Review Date |
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| Grants Committee | July 2018 | Dec 2021 | 1 6 | Steering Ctte | Nov 2022 |