

COLLEGE RESEARCH GRANTS COMMITTEE

By-law

**BY-LAW PURSUANT TO THE CONSTITUTION OF
THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT
AND OPERATION OF A COLLEGE BODY**

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1. INTRODUCTION

The Board of the Royal Australasian College of Physicians has established the College Research Grants Committee (the “Committee”). The Governance of College Bodies By-law sets out the general provisions for governance of College Bodies. Both documents govern the Committee.

2. PURPOSE

The purpose of this Committee is to be the College’s peak body responsible for developing and overseeing College-wide Foundation research grants. In order to be effective in this mission the Committee will:

- a) Ensure strategic alignment: reflect College strategy in decision making and planning
- b) Ensure ethical integrity: uphold highest standards of research ethics and integrity and foster responsible conduct
- c) Promote collaboration: encourage interdisciplinary collaboration within the College and with key external stakeholders
- d) Encourage dissemination of knowledge: identify and create platforms for publication, presentation and sharing of Foundation research findings
- e) Advance research opportunities: provide guidance and support on funding opportunities, partnerships and strategic initiatives to enhance research impact.

3. FUNCTIONS

The functions of the Committee include to:

- a) determine the direction and priorities of research in the College through strategic planning;
- b) consider and review the needs of the College in commissioning research to fulfill strategic objectives across the College including but not limited to research, policy and education;
- c) direct the funds raised by the RACP Foundation or otherwise to support medical research (basic and clinical) and medical education, health services research and population health research in accordance with the College strategic plan;
- d) consider any specific conditions and requirements of the donations and bequests when determining funds for research awards, with such determination of funds to be in accordance with the College strategic plan and also in accordance with any procedures determined by the College Board for the allocation of funding for research and education;
- e) rank applicants for the scholarships, fellowships or awards on the basis of research or educational excellence, the merit of the applicant’s proposed program of research or study and any other criteria determined by the College Research Grants Committee;
- f) determine annually the number and value of awards to be offered in the next year with unexpended income in any year to be reinvested in the capital fund;

- g) act as the College's minimal/low risk ethics application review and approval body; and
- h) work with other appropriate College bodies to support the purposes of the College Research Grants Committee.

4. COMMITTEE PROHIBITIONS

The Committee must not:

- Enter into any agreement binding upon it or on the College; and
- Represent or imply in any way that the Committee is a body independent of the College.

5. MEMBER COMPOSITION

The Membership of the Committee shall comprise up to 14 members, comprising:

5.1. Ex-officio Members

- Chair of New Zealand Grants Advisory Committee

5.2. Appointed Members

Up to 14 appointed members comprising:

- a member of the Adult Medicine Division
- a member of the Paediatrics & Child Health Division
- a member of the Australasian Faculty of Public Health Medicine
- a member of the Australasian Faculty of Occupational & Environmental Medicine
- a member of the Australasian Faculty of Rehabilitation Medicine; and
- such Fellows of the College and external persons as they may appoint following an Expression of Interest and considering the need for a mixture of research and other skills.

The Chair and a Deputy Chair of the Committee will be approved by the Board, upon recommendation of Committee members.

5.3. Co-opted members

Co-opted members may be appointed for a particular purpose or term.

5.4. Executive Committee

5.4.1 Establishment of an Executive Committee

Subject to Board approval, the Committee may (but is not required to) establish an Executive Committee to conduct business on behalf of the Committee in the intervening periods between meetings.

5.4.2 Role of the Executive Committee

The Executive Committee shall meet in the intervening periods between the Committee and as otherwise required by the Committee, to exercise such powers of the Committee in managing the business and interests of the Committee, including supporting the ethics review functions and directing work plans relating to strategic priority setting across the grants portfolio.

5.4.3 Membership of the Executive Committee

- The Chair of the Committee

- The Deputy Chair of the Committee
- One member of the Committee as appointed by the Committee membership through an Expression of Interest process.

5.5 Term

5.5.1 The usual term of membership of the Committee shall be three years subject to clauses 5.5.2 and 5.5.3.

5.5.2 All members are eligible for, but not entitled to, re-appointment for two further three-year terms up to a maximum of three three-year terms (nine years in total) of continuous appointment.

5.5.3 Where a person holds Committee membership by virtue of membership of another body, their Committee membership is co-terminus with their membership of the other body.

5.5.4 The Chair will be eligible, but not entitled to, re-appointment for a further three-year term up to a maximum of two (2) three-year terms. Terms as Chair will not be included in the calculation for membership of the Committee.

5.5.5 The Deputy Chair will be eligible, but not entitled to, re-appointment for a further three-year term up to a maximum of two (2) three-year terms. Terms as Deputy Chair will not be included in the calculation for membership of the Committee.

6. MEETINGS

This section is to be read in conjunction with the Governance of College Bodies By-law.

6.1. Number of Meetings

The College Body shall hold a minimum of two meetings per calendar year and shall meet by teleconference, face to face or videoconference.

6.2. Chair

The Chair or their appointee will Chair all meetings.

6.3. Quorum

A quorum is one half of the total College Body membership.

6.4. Voting

Decisions will be made by consensus of the majority of members.

6.5. Minutes

The proceeding of all meetings of the College Body shall be recorded in the minutes.

6.6. Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

6.7. Committee Reviews

The Committee are to undertake a skill and experience review annually.

The Committee are to review their performance against this By-law each two years.

7. REPORTING

The Committee must report and make recommendations to the Board as required.

The Committee is required to provide to the Board each year:

- a new or updated Work Plan (Work Plans may be one or two years)
- a report against the preceding years' Work Plan.

8. REVIEW OF BY-LAWS

These By-laws will be reviewed each three years.

9. DEFINITIONS

Term	Means
Board	The Board of Directors of the College.
College	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
College Body	Has the same meaning as in the College Constitution
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Fellow	Has the same meaning as in the College Constitution
Member	Has the same meaning as in the College Constitution
Parent Body	Has the same meaning as the Governance of College Bodies By-law
Trainee	Has the same meaning as in the College Constitution

10. HISTORY

Commencement		
This By-laws was approved by the RACP Board and commenced on 13 December 2024		
Subsequent Amendments		
Item	Amendment	Date Approved
1		
2		
3		
4		
5		