

Sheffield Children's NHS Foundation Trust

Scientific Advisory Committee (SAC)

Terms of Reference

1. The Scientific Advisory Committee is a sub-committee of, and is responsible to, the Research & Innovation Board.
2. The main role of the Scientific Advisory Committee is to review the funding submissions made to The Children's Hospital Charity (TCHC) research fund.
3. In fulfilling that role, the Scientific Advisory Committee will assess submitted projects on their scientific merit and apply assessment criteria defined by national, regional and Trust priorities and the Trust R&I strategy.
4. The Scientific Advisory Committee is comprised of a Chairperson and 14 members. (Committee members are listed at Appendix 1)
5. Committee members' and Chairperson's appointment will have a fixed term of three years with the option of extending for a further three. No more than eight years' service is deemed appropriate to ensure that the SAC does not become too fixed in its ways and attracts fresh ideas and thinking.
6. Committee members must attend at least one Scientific Advisory Committee meeting every year.
7. Membership of the Scientific Advisory Committee should represent all hospital disciplines and include an adequate spread of representatives from different specialities.
8. Meetings will be considered quorate by attendance of at least 8 members.
9. In addition, there should be two consumer/PPI and two Higher Education Institution (HEI) representatives on the Committee.
10. Proposals being reviewed by the SAC will have received at least two scientific peer reviews, with at least one of these being external.
11. The projects will be ranked as below:

A = Fund with high priority, 4 points
B = Support if funds available, 2 points
C = Do not fund, 0 points

To qualify for funding projects should receive a mean of at least 2 points or higher.

The ranked list will be sent to TCHC where the Trustees will have final authority to decide on which projects are funded.

12. When a proposal is submitted by a committee member, or one in which he/she has a close interest, that member will absent him/herself from that discussion and will not rank the proposal.
13. The Scientific Advisory Committee will advise as and when necessary on changes to the rules on submission, assessment criteria and follow up information required of researchers granted funding from The Children's Hospital Charity..

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Appendix 1
Members of the Scientific Advisory Committee

* Note – AMRC states that 2/3 of the panel should be from outside SCH *