

ADEA Diabetes Research Foundation Review Panel

Terms of Reference



March 2017

ADEA Diabetes Research Foundation Review Panel

Terms of Reference

These terms of reference establish the scope of work for the ADEA Diabetes Research Foundation Review Panel.

| Version | Date | Name(s) | Notes |
|---------|-----------|--------------------------------------|-----------|
| 1.0 | 6 Mar 17 | Executive Group | Created |
| 1.1 | 9 Mar 17 | ADEA Diabetes Research Council Chair | Commented |
| Final | 10 Mar 17 | ADEA CEO | Approved |

About ADEA Diabetes Research Foundation

Research is underway in Australia and across the world to find a cure for diabetes and to inform clinical guidelines. The ADEA Diabetes Research Foundation complements this work.

The Foundation's research programs enables people living with diabetes and their diabetes care team to work together to identify questions, find answers and use this new knowledge to support people as they work hard every day to live well with their diabetes.

The ADEA Diabetes Research Foundation Reviewing Panel provide an integral role in the grants process undertaken by the Foundation.

For more information, visit www.diabetesresearch.org.au.

Table of Contents

| | |
|---|---|
| ADEA Diabetes Research Review Panel | 3 |
| Terms of Reference..... | 3 |
| About ADEA Diabetes Research Foundation | 3 |
| 1 Aim | 5 |
| 2 Membership..... | 5 |
| 2.1 Membership structure | 5 |
| 2.2 Membership term | 5 |
| 3 Roles and responsibilities..... | 5 |
| 3.1 Role of the Panel..... | 5 |
| 4 Selection criteria | 6 |
| 5 Confidentiality and conflict of interest | 6 |
| 6 Process | 6 |
| 7 Reporting and communication | 6 |
| 8 Related policies and procedures..... | 6 |

1 Aim

The aim of the ADEA Diabetes Research Foundation Review Panel (the Panel) is to work with the ADEA Diabetes Research Foundation Council (the Council) to develop and maintain assessments for the ADEA Diabetes Research Foundation's (the Foundation) funding programs.

Potential funding programs are, but not limited to:

- **Research grants:** designed for Australian universities who are working with CDEs and people with diabetes on research projects that aim to improve diabetes care, management and education.
- **Fellowship grants:** designed for ADEA members who want to work within universities on a research project. It can be part of post-doctoral research or a master degree to build capacity in conducting research.

The Panel's operations are managed by the Executive Group.

2 Membership

2.1 Membership structure

- The Panel will be comprised of academics and researchers in diabetes and diabetes education.
- Membership will be considered through a nomination process.
- Membership is voluntary and not exclusive to ADEA members. Other health professionals with required expertise and a special interest in diabetes and diabetes education may be invited to join the Panel as required.
- New members are invited as individuals for their knowledge, qualities and experience and not as representatives of any organisation, group or opinion.

2.2 Membership term

- Membership will be for a term of **one calendar year**. The maximum number of consecutive terms of an individual is three terms. After this, membership can be extended at the discretion of the Foundation Council.
- Members who are unable to complete their term must notify the Executive Group in writing to allow another person to be appointed for the remainder of the term.
- Membership will lapse if a member fails to participate in two invitations to review, without apology or reason.

3 Roles and responsibilities

3.1 Role of the Panel

- Undertake assessments for the Foundation's funding programs:
 - **Research grants:** reviewers will be invited to assess expressions of interests and full applications.
 - **Fellowship grants:** reviewers will be invited to assess applications.

- Provide feedback to the Council on the application and assessment processes for further improvement
- Support the public and professional dissemination of the Foundation’s research.

4 Selection criteria

- High degree of experience in reviewing grant applications and/or research journal articles for quality journals
- Experience in rigorous grant review processes
- Availability to meet timeframes for the Foundation grant processes.

5 Confidentiality and conflict of interest

The Panel are bound by the Foundation’s conflict of interest and confidentiality policies.

- All reviewers are expected to maintain confidentiality with respect to all activities of the Panel, including but not limited to maintaining confidentiality of processes, documentation and minutes.
- All reviewers must declare any potential conflict of interest, their own or that of any other members, to the Executive Group.

6 Process

- EOIs, and full applications will be assigned to reviewers with a score sheet template and relevant instructions to complete the review.
- Reviewers complete and return score sheets to the ADEA Research Foundation by the due time and date.
- The Executive Group will inform the reviewers of the outcome of the grant process.

7 Reporting and communication

- The Panel reports and communicates to the Council through the Executive Group.
- The Council Chair communicates decisions of the Foundation Board to the Panel.
- The Panel are not required to manage external communication.

8 Related policies and procedures

These terms of reference will be used in conjunction with the following documents of the Foundation:

- [Conflict of Interest Policy](#)
- [Commitment to management of duality and conflict of interest](#)
- Volunteers Working from Home Policy
- Privacy Statement