

RESEARCH IMPACT COMMITTEE – TERMS OF REFERENCE



1 PURPOSE

The AAMRI Research Impact Committee will provide strategic guidance and oversight for AAMRI and MRI sector impact¹ and translation² activities.

The committee seeks to:

- identify and prioritise strategies and activities to support AAMRI members to (1) implement the AAMRI Impact Framework and (2) develop policies, processes and practices that support an active and vibrant impact culture within the MRI sector and (3) support AAMRI to increase its organisational impact
- provide guidance and capacity building to support best practice research impact and translation, including striving to continually critique and improve our practice as a field
- represent and advocate for the MRI sector on impact and translation issues with key stakeholders – including government and other research funding and policy bodies – and provide coordinated responses to key impact-related policy initiatives
- ensure that all actions and recommendations are inclusive and reflect the diversity of the sector.

2 ROLE

The Research Impact Committee is responsible for:

- Recommending actions AAMRI can undertake to build and facilitate a translation and impact ethos and culture in all its activities
- Recommending actions that medical research institutes can take to advance translation and impact policies, processes, and practices
- Identifying areas where AAMRI can most effectively advocate for change, and work towards achieving meaningful, ethical and purposeful approaches to translation and impact within the health and medical research sector
- Overseeing a diverse and representative AAMRI Impact Network/CoP, including showcasing good practice, running networking events, and building sector capacity and understanding of research impact.

3 MEMBERSHIP

The membership of the committee comprises:

- Two Co-Chairs – who are senior impact leaders within AAMRI member institutes
- AAMRI's Chief Executive Officer and/or nominee
- Up to two AAMRI Board Members
- Up to 10 members who are professional impact staff and/or researchers who have a recognised impact role at an AAMRI member institute. We also welcome early and mid career researchers who bring their unique perspective to this space. Experience, insight and passion for facilitating translation and impact in medical research are key pre-requisites for membership
- One consumer representative in an advisory capacity who is remunerated for their time.
- One honorary member who has subject matter expertise of relevance to the committee. Persons holding this position can attend and contribute to meeting discussions and participate in any sub-committees of interest and relevance to their skills and expertise. They cannot represent the committee or have a vote on matters pertaining to the business of the committee.

When recruiting new members, consideration will be given to ensuring the diversity of the committee (e.g. gender, ethnicity, impact expertise and experience, institute research focus and geographical location).

4

TERM OF MEMBERSHIP

Members, including the Chairs, are appointed for an initial two-year period. Subject to approval by the committee, members are eligible for re-appointment for a further two years.

5

DECISION MAKING

Decisions of the committee are to be made by members by consensus, with the Co-Chairs also having member status. Where consensus cannot be reached by the members, the Co-Chairs, as the accountable authority, will form the decision.

6

DECLARATION OF CONFLICTS OF INTEREST

Members of the committee must declare any conflicts of interest in any matter under discussion. The conflict must be recorded in the minutes of the committee.

7

QUORUM

Meetings require a quorum of seven (7) members.

8

MEETINGS

Meetings are held quarterly with additional meetings called by the Co-Chairs as necessary. The minutes of the meeting and any actions arising are recorded by the secretariat and provided to members for approval at subsequent meetings.

9

SECRETARIAT SUPPORT

AAMRI staff will coordinate and provide secretariat support to the committee, including the following:

- confirm and advise members of meeting dates, including a future meeting plan
- call for agenda items at least two weeks ahead of the meeting
- prepare and distribute the agenda and supporting papers for each meeting at least three working days prior to the meeting
- record the meeting outcomes and distribute minutes to members at the subsequent meeting, with an
- updated action items register and timeframes for delivery
- manage the membership of the Committee, including new and reappointments.

1 Research impact is "the verifiable outcomes that research makes to knowledge, health, the economy and/or society, and not the prospective or anticipated effects of the research. Impact is the effect of the research after it has been adopted, adapted for use, or used to inform further research. Research impact also includes research that leads to a decision not to use a particular diagnostic, treatment or health policy." Source: NHMRC.

2 Knowledge translation (KT) refers to the dynamic and iterative processes including synthesis, dissemination, exchange and ethically-sound application of knowledge to improve health, provide more effective health services and products and strengthen the health care system. Adapted from CIHR, 2000.