



Canadian Foundation
for Infectious Diseases
Fondation canadienne
des maladies infectieuses

TERMS OF REFERENCE

AWARDS COMMITTEE

PURPOSE

To review applications and select winners annually for the various research fellowships, grants and awards offered by the Canadian Foundation for Infectious Diseases as deemed appropriate by the Committee and as directed by the Board of Directors.

Objectives

- To encourage and promote high-calibre research

MEMBERS

The membership of the Committee follows the guidelines for the composition of committees set out in the terms of reference for CFID.

1. The Committee Chairperson is appointed by the CFID Board of Directors. The appointment is ratified by Members at the CFID Annual General Meeting. The Chairperson is appointed for three years and may be renewed once for a maximum total of six years.
2. Committee members are solicited by the Chairperson and ratified at the CFID Annual General Meeting. Each member is appointed for a three-year term, beginning at the next Annual General Meeting, renewable for a second three-year term. All appointments are reviewed annually. Members of the committee would ordinarily be members of AMMI Canada or CHICA except when approved for specific purpose by the CFID Board of Directors.
3. The objective is to have 5 Committee members - the precise number being at the discretion of the Committee Chairperson.
4. Reasonable effort will be made to ensure membership on the committee represents the different disciplines served by CFID including pediatric infectious diseases, adult infectious diseases, medical microbiology, and infection control.
5. Reasonable effort will be made to ensure membership on the committee represents the geographic regions of the country.
6. Principal investigators of studies performed under the auspices of the Committee are eligible for membership on the Committee at the discretion of the Committee Chair. However, conflicts of interest must be declared and dealt with appropriately.

Responsibilities of the Awards Committee

1. To develop guidelines for the peer review process of CFID sponsored research fellowships, grants and awards.

2. To present the annual timeline for CFID research fellowships, grants and awards to the Board of Directors and announce the approved annual timeline at the Annual General Meeting and in the Annual report.
3. To receive funds, on behalf of CFID, from sponsors for various research fellowships, grants and awards.
4. To develop the announcements for various CFID research fellowships, grants and awards.
5. To review applications and select winners annually for the various CFID research fellowships, grants and awards.

OFFICERS

The officer of the Awards Committee will be the Chairperson, who is assisted by the Secretariat in carrying out his/her responsibilities.

Responsibilities of the Chairperson

1. To organize the division of work and delegate tasks to Committee members.
2. To contact the Secretariat to coordinate Committee meetings-provide agenda, requirements, etc.
3. To chair Committee meetings and follow-up where necessary.
4. To prepare a yearly budget to be presented to CFID's Board of Directors and Annual Meeting for review and approval.
5. To submit a list of Committee membership recommendations for next year for CFID Members to review the nominations in depth prior to the Annual General Meeting.
6. To present a written/verbal Committee report at the Annual General Meeting which will become part of the minutes of the AGM (as per bylaw 42).
7. To send the Secretariat a summary of the meeting proceedings for the year identifying clearly the Committee's recommendations and objectives; these will be reviewed and published in the Annual Report.
8. To send the Secretariat a copy of meeting minutes for distribution to Board of Directors and Members of CFID.
9. To meet with Board of Directors, and other Committee Chairs when requested to present verbal committee reports and interact with other Committee Chairs.
10. To keep Committee members, Board of Directors and the Secretariat informed of activities of the Committee through correspondence.
11. To act as spokesperson on issues pertaining to the expertise of the Awards Committee.

SECRETARIAT

Responsibility of CFID Secretariat

1. To secure agreements in writing (both the terms and amounts) from sponsors contributing to various grants and fellowship before the announcement of the annual fellowship and awards program
2. To function as the principal contact for individuals, Canadian Institutes of Health Research, Public Health Agency of Canada, pharmaceutical sponsors, or other organizations or corporations wishing to participate in grants, fellowships, and awards under the auspices of the Committee
3. To identify potential donors or sponsors of CFID research fellowships, grants or awards.

19/04/10

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