

LEARNING AND TEACHING RESEARCH AND DEVELOPMENT GRANTS REVIEW PANEL TERMS OF REFERENCE



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1 ESTABLISHMENT

The Learning and Teaching Research and Development (LTRD) Grants Review Panel (the Review Panel) will provide recommendations to and/or advise the [LTRD Grants program administrator](#) (program administrator) about internally-funded project proposals.

2 FUNCTIONS AND RESPONSIBILITIES

The Review Panel is responsible for recommending project proposals for LTRD Grants for approval to the program administrator.

The Review Panel's functions and responsibilities are to:

- 2.1 Assess and recommend or decline expressions of interest (Eoi) and project proposals according to the relevant assessment criteria and related documentation requirements in the [Learning and Teaching Research and Development Grant Program Procedure](#).
- 2.2 Formulate feedback to successful and unsuccessful Chief Investigators (CIs).
- 2.3 Recommend approval of internal funding for learning and teaching project proposals to the program administrator.
- 2.4 Monitor project progress to ensure project responsibilities are met and any issues hindering project completion are addressed.

- 2.5 Ensure the process of review and recommendation of project proposals for approval/endorsement of funding, is transparent and accountable.

3 DELEGATED AUTHORITIES

The Review Panel has delegated authority to:

- make minor decisions regarding funded project extension or budget variation requests to ensure funded projects are completed in a reasonable timeframe, and
- approve final project reports and impact reports, confirming project deliverables/responsibilities have been met.

4 REFERRAL OF MATTERS

The Review Panel may refer any item to the program administrator for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees as appropriate. Minor matters pertaining to any proposal may be referred to relevant CQUniversity stakeholders for discussion, consideration and/or action.

5 SUB-COMMITTEES

The Review Panel may establish standing or ad hoc sub-committees and approve their Terms of Reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees.

The Review Panel will receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

6 MEMBERSHIP AND TERMS OF OFFICE

The Review Panel will comprise:

Ex-officio members:

- Deputy Dean (Research) representative, nominated by the Deputy Deans (Research)
- Deputy Dean (Learning and Teaching) representative, nominated by the Deputy Deans (Learning and Teaching)
- Director, Vocational Education and Training Learning and Teaching

Nominated members:

- The nominated standing representative of the program administrator as Panel Chair
- Two employees with a track record in learning and teaching research, nominated by the program administrator
- Two current employees nominated by the Provost.

Gender representation on the Review Panel's membership is encouraged.

All members are expected to represent and maintain effective communications between their organisational area and the Review Panel, as appropriate.

New members will, on their appointment, receive relevant induction information and briefings to assist them to meet their Review Panel responsibilities.

The Panel Chair will serve for two years or as otherwise agreed with the program administrator.

Ex-officio members will serve for a two-year term, unless otherwise agreed between the Panel Chair and the panel member.

Nominated panel members will serve for a two-year term.

All panel members must be current CQUniversity employees during their term of office.

7 RIGHTS OF AUDIENCE AND DEBATE

The Review Panel may extend rights of audience and debate on a standing or ad hoc basis.

Those holding the following or equivalent positions (or their nominee) will have standing rights of audience and debate at meetings but no voting rights:

- Expression of interest and/or proposal reviewer who is not a designated Review Panel member
- Associate Vice-Chancellor
- Director
- Dean of School.

8 OBSERVERS

Observers are welcome with the Panel Chair's prior permission and provided they advise the Secretary in advance.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Panel Chair. Observers must leave the meeting when requested by the Panel Chair, or if any matters are to be considered in closed session.

9 CHAIR AND DEPUTY CHAIR

The program administrator will nominate a standing representative as the Panel Chair.

If the Panel Chair will be absent for any Panel meeting, the program administrator will nominate an ex-officio panel member as Panel Chair of that meeting.

The Panel Chair will open and close each meeting, call for declarations of conflict of interest, and oversee the ballot and discussion regarding the review and recommendation of applications.

The Panel Chair will ensure the Panel reviews each grant funding process (e.g. related procedures, assessment processes, applicant development opportunities) at the end of the relevant funding cycle and recommends, to the program administrator, any suggested improvements.

10 SECRETARY

The Secretary will be (ex-officio) the Learning and Teaching Grants and Awards Officer. If the Secretary is absent for any Review Panel meeting, the program administrator's nominee will be the Secretary for that meeting.

11 CASUAL VACANCIES

A casual vacancy will be filled in accordance with the original nomination requirements.

12 REMOVAL OF A MEMBER FROM OFFICE

The Review Panel may terminate a person's panel membership for misconduct by a vote of two-thirds of those present at a Review Panel meeting called in accordance with these terms of reference, and for which due notice of the motion to terminate the person's membership has been given.

Where a member or their nominee does not attend two consecutive panel meetings without adequate cause, that person's membership may be terminated. A person who has had their membership terminated may apply to the program administrator to have their membership reinstated.

13 QUORUM

The quorum for a Review Panel meeting shall be 50% of the membership plus one.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Panel Chair determines.

14 CONFLICT OF INTEREST

Review Panel members are required to declare to the Chair any conflict of interest or potential conflict the panel member may have with any item on the meeting agenda.

If the Panel Chair deems a panel member to have a real or perceived conflict of interest in a matter before the Review Panel, the panel member will be excused from discussions and deliberations on to that matter.

If the Panel deems the Panel Chair to have a real or perceived conflict of interest in a matter being considered at a meeting, the Panel Chair will be excused from discussions and deliberations on that matter. While that matter is under discussion, the Panel Chair's position will pass to another panel member nominated by the Panel Chair.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

15 MEETINGS

Review Panel meetings may be held face-to face, by telephone, videoconference, or other electronic means.

Review Panel meetings will be held at least three times per calendar year to finalise recommendations to the program administrator.

Review Panel members are required to prepare fully for each meeting, having read all documentation in advance, and to make every reasonable effort to attend each meeting.

16 APPOINTMENT OF PROJECT CHAMPIONS AND MENTORS

The Review Panel will appoint a champion to each project team upon approval of their Eol.

A Review Panel member will be appointed as a mentor to at least one Eol project team approved to progress to Step 2 in the LTRD Grants Program.

If the project team does not agree with the Review Panel's proposed appointment of either champion or mentor, they must lodge their concern by email to the program administrator.

For information about roles and responsibilities of mentors and champions, including the estimated number of hours each role may require, see Appendix D in [the Learning and Teaching Research and Development Grants Program Procedure](#).

17 AGENDAS AND MINUTES

Eols or project proposals will be distributed at least 10 working days before the Review Panel meeting via electronic means. Panel members are encouraged to view the applications electronically during the meeting.

Reviewers must provide a completed Assessment Form for each allocated Eol and preliminary and final project proposal, through the online survey system, at least two days before the relevant Review Panel meeting. Assessment forms will not be made publicly available, but their content will inform discussion at the Review Panel meeting.

The Secretary will prepare meeting notes, including panel feedback for CIs, from each meeting. The Panel Chair will review the draft notes, feedback and action sheet from each meeting, after which the Secretary will circulate an approved copy to all Review Panel members as soon as practical.

As soon as practical after reviewing and approving the Review Panel meeting notes and feedback the Panel Chair will:

- contact each CI, whose project was not recommended, by telephone to notify them of the outcome in the first instance. The outcome will be confirmed by an email notification on behalf of the Panel Chair, with feedback from the review and assessment process for the CI's information, and

- contact each CI by email, whose project was conditionally approved, providing a detailed request for additional information required to meet the stated conditions of funding recommendation. The due date for lodgement of a revised proposal containing responses to the conditions will be included in the communication.

After conditionally-approved proposals are revised and received, the Review Panel will review the changes by flying minute and verify if funding conditions have been met for the amended project proposals.

On receiving the Panel Chair's advice regarding final project approvals, the Secretary will create and supply to the Panel Chair an endorsement memo listing all projects recommended for funding, for discussion with the program administrator and final signed endorsement.

The program administrator will notify CIs of approved projects by electronic letter (for example, signed on letterhead, saved as PDF and attached to an email). CIs will then be provided with relevant contractual documentation and reminded that documentation must be returned with ethics approval before accessing approved funding.

In the event that recommended projects are **not** approved, the Panel Chair will advise the project CI of the outcome, by telephone in the first instance, followed by an email notification.

18 REPORTING

The Review Panel will report annually, to the Learning and Teaching Committee, outcomes of the LTRD Grants program.

19 EVALUATION AND REVIEW

To ensure the Review Panel is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference, which will include CI feedback about their experience of the overall process, and provide that information to the program administrator, along with any information the program administrator requests to facilitate the review of the Review Panel's performance and its membership.

The program administrator will review these terms of reference annually in conjunction with the [Learning and Teaching Research and Development Grants Program Procedure](#). As part of this review, the Review Panel will be given an opportunity to comment and make recommendations to the program administrator.

20 RELATED LEGISLATION AND DOCUMENTS

[Learning and Teaching Research and Development Grants Program Procedure](#)

21 FEEDBACK

Feedback about this document can be emailed to policy@cqu.edu.au.

22 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Learning and Teaching Committee
Advisory Committee to Approval Authority	N/A
Administrator	Pro Vice-Chancellor (Learning and Teaching)
Next Review Date	19/02/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 01/04/2014
Amendment Authority and Date	Vice-Chancellor and President 15/07/2015; Vice-Chancellor and President 16/03/2016; Executive Committee of Academic Board 20/12/2016; Learning and Teaching Executive Committee 4/12/2017; Learning and Teaching Committee 20/02/2019; Learning and Teaching Committee 19/02/2020; Minor Amendments Acting Administrator Approved – Director, Learning and Teaching 03/03/2020.
Notes	This document was formerly known as the Scholarship of Learning and Teaching Grants Review Panel Terms of Reference (20/02/2019).