Terms of Reference: Impact Grant Adjudication Committee

PURPOSE:
- To evaluate and rank applications to the AMS Impact Grant (AMS-IG) according to the adjudication criteria outlined in the AMS-IG Terms of Reference and to make recommendations for funding to the AMS Student Council Finance Committee for approval;
- To provide advice, response and recommendations to the Student Council Finance Committee for amendments to the Terms of Reference;
- To provide advice, response and recommendations to the Student Council Finance Committee on amendments to the application process, application form, the adjudication process, and the parameters surrounding adjudication committee membership.

MEMBERSHIP:
- One member appointed by and from AMS’s Executive Committee, who shall preside the committee’s meetings and will cast tie-breaking votes;
- One Council member elected by and from AMS Student Council;
- One UBC Vancouver student elected by and from AMS Student Council;
- One member elected by the AMS Council who is a UBC Vancouver alumni;
- One member appointed by and from each of the Faculties or units that have made a financial contribution to the Impact Grant.

Notes:
- The AMS University and Government Relations Policy Advisor will be invited by the chair to act as non-voting member and as the administrator and recorder of the committee’s meetings;
- Committee member must identify an alternate at the time of election or appointment.

COMMUNICATION/LIAISON:
- AMS President or duly designated AMS vice-president;
- AMS University and Government Relations Advisor;
- Designated UBC representatives (including Faculty administrators);
- Media requests will be handled by the AMS’s Communications Manager.

RESPONSIBILITIES:

Updated April 17, 2014
Adjudicate applications to the AMS-IG according to the adjudication criteria outlined in the AMS-IG Terms of Reference and make recommendations for funding to AMS Council Finance Committee;

As needed and when appropriate, seek outside expertise to evaluate projects from an academic and scientific perspective;

Adjudicators are chosen for their expertise and do not represent the office or organisation that named them to the position;

With the support of the AMS and other partners, liaise with deans, directors, chairs, coordinators and various student organizations (student Faculty associations, clubs, resource groups, services and so on) to ensure that information about the AMS-IG is widely disseminated;

Advise on changes to the Terms of Reference for the AMS-IG, changes to application processes and procedures and changes to the adjudication process, as needed.

Ensure that at least one AMS staff member has the resources and expertise to advise successful applicants on the implementation phase of their project

COMMITTEE OPERATIONS:

MEETINGS AND ADJUDICATING DUTIES:
Three times for each call for proposals

- The first meeting will be held as soon as possible after the deadline for applications, to provide essential information to adjudicators (including these Terms of Reference) and to provide all materials necessary to evaluate the projects. This information can be provided via e-mail at the direction of the Chair will be provided to the adjudicators;

- The second will be held less than three weeks after the second and will allow adjudicators to discuss projects and determine a final ranking for funding;

- The third will be held after Council Finance Committee has released the appropriate funds to allow the committee to review the Terms of Reference and application procedures, processes and materials and, when appropriate, propose improvements for future CFP's;

- General notes: A meeting with a majority (over 50%) of committee members or their substitutes will represent a sufficient majority to conduct business.

Each member will be responsible for timely adjudication of applications. Adjudication must be completed no later than three-two weeks after they have been received by the committee’s members. In the event that a member fails to complete and submit his/her adjudication for the funding round, an average score of all other adjudications for that funding round will be substituted and will stand as the member’s adjudication scores subject to the rules for quorum.

Attendance at adjudication meetings is mandatory. Failure to attend or send the duly appointed substitute for these meetings will result in the member being asked to step down from the committee. In this case, a replacement will be named by the AMS in consultation with our partners, when appropriate.

Updated April 17, 2014
The committee may also seek expert external opinion(s) from faculty or researchers at UBC Vancouver on individual projects, as required. However, such evaluations must be given to the committee in time for the second meeting listed above.
CHAIR AND STAFF SUPPORT:
The committee will officially be chaired by the AMS President or designated Vice-President, but discussions shall be facilitated by the AMS’s University and Government Relations Policy Advisor (a non-voting member of the committee), who shall also provide in a timely fashion all of the information and documents needed to accomplish its duties, including the minutes of each committee meeting.

MEMBERSHIP TERMS:
Membership shall be for a term of at least two semesters and extensions shall be granted as long as a member is willing to remain on the committee. Ideally, the committee membership should rotate to ensure a mix of new and experienced adjudicators.

CONFLICT OF INTEREST:
Members must openly declare any conflict of interest or any perceived conflict of interest, especially as they might relate to specific applications. The committee will consider all such declarations and may choose to exclude a member if this conflict is considered serious. Members may also agree to mentor a submitted project, but must recuse themselves from any discussion or decision on this application.

CONFIDENTIALITY:
All deliberations, discussions, and preliminary decisions of the committee are confidential and members must not reveal the content of meetings to anyone outside of the committee.

APPEALS PROCESS:
There is no appeal process.

The University and Government Relations Policy Advisor can be directed by the committee to discuss the reasons for rejection of any proposal and to provide advice and encouragement for a reapplication at a later call, if appropriate.

In the event that a discipline-specific matter is involved, the above function may be delegated to a committee member if the committee so recommends and the member is willing to assume the responsibility with the support of the Advisor.

DECISIONS:
Decisions regarding changes to adjudication procedures (e.g. ranking criteria, minimum score for successful applications, changes to the AMS-IG application form) will be made by consensus, whenever possible. In cases where consensus is not possible, a 2/3 majority vote of the committee shall determine the matter. All decisions of the committee involving AMS funds are subject to final approval by the Student Council Finance Committee.

Decisions regarding successful applications to the AMS-IG will be made based on the total adjudication score submitted by members. A minimum score, determined by the committee, will represent the dividing line between funded and non-funded applications.

*Updated April 17, 2014*
While the University and Government Relations Policy Advisor is a non-voting member, it is expected that he/she will be adequately familiar with the applications and/or activities of the committee to allow for a reasoned decision regarding all matters pertaining to the AMS-IG.

**RESIGNATIONS:**
Members wishing to resign before their term expires must submit their resignation in writing to the grant administrator at least one month before the deadline for proposals (November 15). Failure to do so will mean a de-facto commitment by the committee member to participate fully in the next adjudication round.

*All member of the adjudication committee must read these terms of reference and signify by email to vpacademic@ams.ubc.ca that they have done so or provide a signed and dated copy of this document to the University and Government Relations Policy Advisor:*

Signature: ____________________________ Date: __________________

Name: ________________________________

*Updated April 17, 2014*