

Terms of Reference: Impact Grant Adjudication Working Group

PURPOSE:

- **This working group is a sub-committee of AMS Finance Committee whose role is 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 Finance Committee for approval;
- To provide advice, response and recommendations to the Finance Committee for amendments to the Terms of Reference;
- To provide advice, response and recommendations to the Finance Committee on amendments to the application process, application form, the adjudication process, and the parameters surrounding adjudication committee membership.

MEMBERSHIP:

- The Vice President Academic and University Affairs, who shall preside the working group's meetings and will cast tie-breaking votes;
- **One Council member appointed by Finance Committee and from AMS Student Council elected by Council to Finance Committee;**
- One UBC Vancouver student-at-large elected by AMS Student Council(**replaced by bolded text below**);
 - **One UBC Vancouver student-at-large appointed by AMS Finance Committee;**
- 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 Policy Advisor will be a non-voting member and act as the administrator and recorder of the working group's meetings;*

RESPONSIBILITIES:

- 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 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.

LAST REVISED: JUNE 27/18

● 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 all materials necessary to evaluate the projects. This information can be provided via e-mail at the direction of the Chair;

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

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

● The working group may also meet at the call of the Chair, as needed, to address any outstanding business;

● General note: A meeting with a majority (over 50%) of working group members 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 two weeks after they have been received by the working group'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 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.

The working group 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 working group will officially be chaired by the Vice President Academic and University Affairs, but discussions shall be facilitated by the AMS's Policy Advisor (a non-voting member of the working group), who shall also provide in a timely fashion all of the information and documents needed to accomplish its duties, including the minutes of each working group meeting.

LAST REVISED: JUNE 27/18

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 working group. Ideally, the working group 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 working group 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 working group are confidential and members must not reveal the content of meetings to anyone outside of the working group.

APPEALS PROCESS: There is no appeal process.

The Policy Advisor can be directed by the working group 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 working group member if the working group 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

rds

majority vote of the working group shall determine the matter. All decisions of the working group involving AMS funds are subject to final approval by the 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 working group, will represent the dividing line between funded and non-funded applications. While the 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:

LAST REVISED: JUNE 27/18

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. Failure to do so will mean a de-facto commitment by the working group member to participate fully in the next adjudication round.

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

Signature: _____

Name: _____

Date: _____

LAST REVISED: October 4th 2018