

BrainsCAN: Brain Health for Life

Research Management Committee

TERMS OF REFERENCE

DATE OF LAST APPROVAL: January 8th 2019

NEXT MANDATORY ANNUAL REVIEW DATE: January 8th 2020

1. Background

BrainsCAN is a multidisciplinary and cross-sectoral program supported at Western University by the Government of Canada's Canada First Research Excellence Fund (CFREF). The CFREF program aims to help Canadian postsecondary institutions excel globally in research areas that create long-term economic advantages for Canada. BrainsCAN was competitively selected for funding through this program for seven (7) years starting in September 2016.

Western University's BrainsCAN initiative received \$66 million investment from the CFREF - providing a significant boost to ongoing research in cognitive neuroscience and imaging at Western. Western will partner with researchers at McGill University, who also received CFREF funding, to leverage complementary expertise to better understand disorders such as Parkinson's, Alzheimer's, traumatic brain injury, and schizophrenia. BrainsCAN's goal is to reduce the burden of brain disorders, which affect nearly 3.6 million Canadians, diminishing quality of life and creating an enormous burden on society and on our health-care system. Neurological and psychiatric disorders together account for \$22.7 billion per year in health-care costs in Canada.

2. Mandate

The Research Management Committee (RMC) is the process for colleagues with devolved responsibility for key project areas to report on their activity to the Scientific and Executive Directors and advise on specific aspects of BrainsCAN research activities that require additional review or input.

Specific responsibilities of the RMC are to:

- Report on outputs from each area of work as part of the reporting mechanism to the Board;
- Promote strategic planning for research activities consistent with the BrainsCAN mission;
- Identify and promote inter-disciplinary research opportunities;
- Identify needs for enhancement of research infrastructure related to instruments, tools, equipment, space and technical support functions.

3. Chair and Board Membership

The RMC is chaired by a BrainsCAN Co-Scientific Director

The committee will consist of a maximum of fifteen (15) members including the Chair:

1. Co-Scientific Director (2)
 2. Executive Director (1)
 3. Core Directors (5)
 4. Internal Funding Committee Co-Chairs (2)
 5. HQP Training Committee Co-Chairs (2)
 6. BrainsCAN Postdoc Representative (1)
 7. EDI Committee Co-Chairs (2)
- RMC members are representing their area of responsibility within the project. Should a member not be able to attend a meeting, a colleague from the same area of research should be delegated or a written update should be submitted to the Chair prior to the meeting.
 - RMC members will serve for terms associated with their respective role related to BrainsCAN
 - Additional members with specialized expertise may be invited to participate in meetings of the RMC as ad hoc guests and/or observers at the invitation of the RMC.
 - The BrainsCAN Postdoc Representative will be elected from the BrainsCAN funded Postdocs for a 1 year period and will be non-voting

The BrainsCAN Administrative Officer will attend RMC meetings in a non-voting capacity and act as Secretary to the RMC.

4. Meetings

The RMC will meet up to 4 times a year. Meeting dates will be scheduled in advance to ensure that all members are aware of upcoming meetings within a reasonable timeframe. Additional meetings will be held as required, at the discretion of the Chair. Meetings will be held in person at Western University, members may attend by teleconferencing or Skype

The RMC agenda will be prepared by the Chair with support from the BrainsCAN Executive Director.

5. Quorum

A simple majority of members constitutes quorum for meetings of the RMC. Decisions will be made by consensus. If consensus is not forthcoming within a reasonable timeframe, the Chair may proceed with a vote on the question. For the vote to be valid, a majority of members must cast a vote (quorum). Each member has one (1) vote. In the case of a tied vote the person acting as Chair of the Committee shall be entitled to a second or casting vote.

6. Recording RMC Decisions

A written record of the decisions arising at each RMC meeting will be duly documented in official meeting minutes, which once approved by the RMC will be signed by the Chair and will be available for audit upon request. The BrainsCAN Administrative Officer is responsible for ensuring that the agenda and materials are sent to members at least 5 days prior to each meeting, and that accurate minutes of the meeting are taken and duly circulated prior to the next meeting for approval.