

Terms of Reference

1. Mission: To ensure and maintain research excellence within the department.
2. The core duties of the DRC?
 - .2.1. To conduct vigorous scientific review of submissions to the HREC.
 - 2.1.1. To conduct scientific review of intra, inter department and inter-disciplinary research protocol collaborative.
 - 2.1.1.1 Pre-screening viability of MMED research proposals to ensure they are suitable for MMED and can be done within allocated time frames.
 - 2.1.1.2 Increase our capacity to review (Pool of reviewers)
 - 2.1.1.2.1. Generational handover of skills by pairing reviewers, junior with senior.
 - 2.1.1.2.2. Seminars/workshops on how to review protocols
 - 2.1.3. Administrative Assistance
 - 2.1.3.1 Submission process
 - 2.1.3.1.1. Centralisation →electronic entry log
 - 2.1.3.1.2. Facilitation of submission deadlines
 - 2.1.3.1.3. Correspondence with reviewers and investigators
 - 2.1.3.2. Highlighting current funding opportunities
 - 2.1.4. Research Assistance
 - 2.1.4.1. Research Nurse Capacity
 - 2.1.4.2. Statistical assistance
 - 2.2. To maintain records of research projects submitted and to co-ordinate research within the department.
 - 2.2.1. Electronic log
 - 2.2.2. Avoid repetition of work previously done
 - 2.2.3. Establish areas of strengths and weaknesses
 - 2.2.4. May be important in establishing Departmental Research strategy and vision. (Preferable this needs to be sync with what is highlighting in Strategic Reviews)
 - 2.2.5. Avoids sampling of same patients
 - 2.3. To maintain liaison between the Department and FRC and representation in the FRC sub-committees – HREC, AREC, Faculty Biosafety Committee
 - 2.3.1. Ensure DRC representation in other FRC sub-committees
 - 2.3.2. Short-listing and Prioritisation of EUC grant application

2.3.3. Maintenance of Faculty standards in terms of research ethics and Scientific vigour

2.4. To assist in organisation of research-related events in the Department.

2.4.1. Registrar Research days

2.4.2. Departmental Research Days

2.4.3. Co-ordinate Research Platforms/Forums e.g. ORFs

2.4.4. Research Training was added

2.5. Funding

2.5.1. To solicit and prioritise submissions for UEC research equipment grant to the FRC

2.5.2. To recommend allocation of funds derived from the FRC (e.g. Top-up grant)

2.5.3. To manage the Department Research Committee (DRC Fund)

2.6. To harness a “new generation” of researchers.