



## Science and Education Committee Terms of Reference

### Role

The role of the Science and Education Committee (SEC) is to:

- Review and assess the annual Research Scholarship applications and decide on grant awards.
- Assess applications to TUF's other grant programmes and decide on grant awards.
- Ensure that criteria decided upon by the Board of Trustees are applied to grant applications (assuming these are in line with AMRC research principles).
- Make recommendations for and suggest changes to TUF's awards programmes and help shape TUF's funding priorities and programmes in coming years.
- Promote The Foundation's work and programmes to the wider urological community.

### Membership

The Science and Education Committee (SEC) shall consist of at least four members. These members cannot be current members of the Reviewing Panel. This is an honorary post but expenses will be reimbursed.

### Appointment of Committee

Members of the SEC shall be appointed by the charity following a public call for applications and a rigorous screening process.

### Rotation Policy for Committee Members

SEC members shall serve a three-year term, with an option to renew for a second term, (giving a total term of six years). In compliance with AMRC we like to ensure a turnover on the committee to increase our reception to fresh and innovative ideas.

### Frequency of meetings

The SEC shall meet not less than one time per year. A quorum shall consist of a minimum of three people or at least 50% of the committee, whichever is the greater.

### Record of Meetings

The SEC shall ensure that an agreed written record of each of their meetings is maintained and made available to the Charity and its Trustees.

### Further requirements

Members shall be urologists, urological nurses or urological researchers, with sufficient expertise to critically understand research applications from a range of urology sub-specialisms. The membership of the SEC should maintain a range of sub-specialism expertise.

SEC members are subject to The Urology Foundation's Conflict of Interest Policy.



## Reviewing Panel Terms of Reference

### Role

Members of the Reviewing Panel provide external assessments of applications to The Urology Foundation's Research Scholarship programme. The panellists do not meet but undertake their marking individually. Their marking and scoring of applications helps to inform the SEC in reaching its decision on which applications are to be awarded grants.

### Membership

The Reviewing Panel shall consist of at least four members. These members cannot be current members of the SEC.

### Appointment of Panel

Members of the Reviewing Panel shall be appointed by members of the SEC. Appointment requires majority approval.

### Rotation Policy for Panel Members

Reviewing Panel members shall serve a three-year term, with an option to renew for a second term, (giving a total term of six years). In compliance with AMRC we like to ensure a turnover on the panel to increase our reception to fresh and innovative ideas.

### Further requirements

Members shall be urologists, urological nurses or urological researchers, with sufficient expertise to critically understand research applications from a range of urology sub-specialisms. The membership of the Reviewing Panel should maintain a range of sub-specialism expertise.

Reviewing Panel members are subject to The Urology Foundation's Conflict of Interest Policy.