COMMITTEE for the OVERSIGHT of SHARED RESEARCH RESOURCE FACILITIES (COSRRF)

TERMS OF REFERENCE

Mandate
The Committee for the Oversight of Shared Research Resource Facilities (COSRRF) is mandated by the Vice-Principal (Health Affairs) & Dean of Medicine to provide strategic and operational oversight of all shared research facilities (cores) for the Faculty of Medicine. In addition to internal McGill members, this committee brings together expert users and scientific directors of core facilities external to the Faculty (and/or University), ensuring broad representation and avoiding conflict of interest in review and funding decisions. The COSRRF will provide guidance concerning the development, operations and continued relevance of core facilities within the Faculty.

Committee Roles and Responsibilities
1. Advise the Vice-Principal (Health Affairs) & Dean, Vice-Dean (Life Sciences), and Associate Dean (Research) of the Faculty of Medicine on priorities for the development of new core facilities and funding for cores in the Faculty.
2. Receive and review annual reports from all Shared Research Resource Facilities (SRRFs) within the Faculty and make recommendations concerning management structure and operations.
3. When internal financial support is requested (e.g., through the CFI-IOF Reserve Fund), make recommendations concerning the priorities for support and the amount based on the annual performance reports.
4. Should a recommendation be made by an SRRF’s Scientific Advisory Board to close or replace the SRRF, the Oversight Committee will review that recommendation prior to advising the Dean regarding appropriate next steps.
5. Recommend potential revisions to the Guidelines for the Development, Operation and Management of SRRFs.

Committee Structure
The committee is co-chaired by the Vice-Dean (Life Sciences) and the Associate Dean (Research) and reports to the Vice-Principal (Health Affairs) & Dean of Medicine.
Membership
Members are named by the Vice-Dean (Life Sciences) and the Associate Dean (Research), Faculty of Medicine (with one exception, noted below). The committee’s membership is comprised of the following individuals, all of whom have voting privileges, with the exception of the Secretary:

Ex-officio
- Associate Dean, Research, Chair
- Vice-Dean, Life Sciences, Co-chair

Named by the Chair and Co-chair
- 2 Expert Users from McGill - or affiliated RI-based major SRRFs
- 1 Expert User from smaller McGill - or affiliated RI-based SRRFs
- 3 Scientific Directors from non-McGill SRRFs in Montréal
- 1 Member-at-large (selected by Faculty Council Nominating Committee)
- Secretary (TBD)

Term of Office
Ex-officio members remain on the committee for their term of office. For all other members, the term of office is 3 years (renewable).

Conduct of Meetings
Frequency and Format of Meetings
The committee is expected to meet at least once annually to receive and review annual reports. Additional meetings may be called in response to specific needs.

Quorum
To achieve quorum, the committee must be represented by at least 50% + 1, members (in person or by teleconference/videoconference).

History:
Issued and approved by: Deanery Executive Committee Date: December 18, 2017
Revised and approved by: Date: