



EXECUTIVE SUB-COMMITTEE

**UNIVERSITY RESEARCH COMMITTEE (URC)
TERMS OF REFERENCE**

**Approved by Executive Committee
22 February 2023**

University Research Committee

1.0 Introduction

1.1 The Research Committee reports to Executive Committee and provides reports, recommendations and advice to Executive Committee and the Vice President Research.

1.2 The Committee will meet quarterly, with additional meetings scheduled as required. The Committee shall determine its meeting schedule annually in advance. The Chair may schedule extraordinary meetings at their discretion.

1.3 Committee members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item under the committee's consideration. If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member will be excused from discussions and deliberations on that matter.

2.0 Terms of Reference

The Committee's function is:

2.1 To advise University Executive Committee through the Vice President Research on all issues relating to research and innovation including the strategic deployment of resources in support of the University Research Strategy (and associated monitoring of key performance indicators).

2.2 To establish a coherent governance environment through the development and review of policies and practices which support research performance.

2.3 To promote a vibrant research and innovation culture across the university and ensure the university delivers good practice in research that meets funder standards and governance.

2.4 To regularly monitor and review research related risks and controls identified within the University's risk register.

2.5 To focus on research horizons, needs and strategy and to be responsible for taking a holistic view of research landscapes, strengths and opportunities

2.6 To co-ordinate responses to national consultations relating to the research and enterprise agenda.

2.7 To identify strategic and organisational issues resulting from interdisciplinary research, to promote synergies and funding opportunities at the institutional level, and to recommend appropriate organisational structures to capitalise on these opportunities.

2.8 To oversee the career development of researchers including postdoctoral researchers and to advise on the necessary university response to ensure a vibrant and progressive ecosystem to support researcher career development.

2.9 To make recommendations in relation to the University research infrastructure and advise on the required solutions for a dynamic, agile and robust environment.

2.10 To advise on the appropriate promotion and profile-raising activities relating to the University's research and innovation activities.

2.11 To consider other such matters pertaining to research as may be referred and directed by Executive Committee, Vice Presidents and Executive Deans.

3.0 Membership of University Research Committee

3.1 All members are expected to represent their full constituency and maintain effective communications between their faculty/institute/unit and the Committee, as appropriate.

3.2 The Committee may co-opt internal and/or external members as deemed necessary for specific situations and defined periods subject to approval of a majority of the committee.

3.3 The Committee shall be comprised as follows:

Vice President Research (Chair)	Ex Officio
Deputy President & Provost	Ex Officio
Vice President Global and Community Engagement	Ex Officio
Executive Deans	Ex Officio
Assistant Deans Research	Ex Officio
Associate Vice President Doctoral College	Ex Officio
Director(s) Research Institute	Ex Officio
Research Community representative(s)	As nominated by Chair
Early Career Researcher	As nominated by Chair
Externally funded research centres representative	As nominated by Chair
Sub-committee and Working Group Chairs	Ex Officio
Vice President Academic Research, Postgraduate Students' Union	Ex Officio
Director Research Support Services	Ex Officio
Director Technology Transfer Office	Ex Officio
Director Information Technology Division	Ex Officio
University Librarian, Director Library & Information Services	Ex Officio
Head of Talent Development	Ex Officio
Head, Post Award Support & Compliance	Ex Officio
Head, Human Resources Central Services	Ex Officio
Director of Strategy, Performance and Change Management	Ex Officio
Research Finance Manager	Ex Officio
Contracts Solicitor	Ex Officio
Research Governance Officer	Ex Officio
Research Strategy & Policy Manager	Ex Officio

3.4 The Chair may invite others to be in attendance as appropriate.

3.5 The Chair will invite individuals who hold external national/international board positions (e.g Irish Humanities Alliance, Irish Research Council) to attend committee meetings where agenda items are relevant.

3.6 The Committee will be chaired by the Vice President Research. The Vice President Research may nominate a Vice-Chair as required.

3.7 Secretariat support will be provided to the Committee by the Office of the Vice President Research.

4.0 Conduct of Business

4.1 The Committee will meet quarterly, with additional meetings scheduled as required. The Committee shall determine its meeting schedule annually in advance. The Chair may schedule extraordinary meetings at their discretion.

4.2 Committee members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item under the committee's consideration. If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member will be excused from discussions and deliberations on that matter.

4.3 In the absence of the Chair, the nominated Vice-Chair will preside over meetings of the Committee.

4.4 A meeting will be considered quorate when one third of the membership is in attendance. This excludes the Chair and those providing secretariat support. The Chair or nominated Vice Chair must be in attendance. A meeting will not commence unless a quorum is present; if a quorum is not present or ceases to be present during a meeting, the Chair will adjourn the meeting.

4.5 Committee decisions may be made at a duly called and constituted meeting, or by a resolution provided electronically to members.

4.6 The Chair is empowered to take action on any matters being in their opinion either urgent (but not of sufficient importance to justify a special meeting) or non-contentious. The reasons and outcomes of such actions shall be reported by the Chair to the next meeting.

4.7 The workings of the Committee and its sub-committees (as established under the Committee's operating procedures) shall be visible and their decision-making accountable.

5.0 Operating procedures, reporting and review

5.1 The Committee's minutes will be reported to Executive Committee along with any information requested by the Executive Committee.

5.2 Agendas and associated documentation will be distributed electronically at least five working days before the meeting by the Committee Secretary.

5.3 All items for inclusion on meeting agendas must be submitted to the Committee Secretary by the specified submission deadline. Late submissions and/or the tabling of papers at meetings is subject to the chairs approval and only allowed in exceptional circumstance.

5.6 A set of minutes will be prepared by the Committee Secretary and approved by the Chair after all scheduled and extraordinary meetings. Following Chair's approval, these will be circulated to the Committee membership and included in the subsequent set of meeting papers.

5.7 Minutes of Committee and sub-committee meetings will be maintained as records per the University Records Management and Retention policy.

6.0 Sub-Committees

6.1 The Research Committee may establish standing sub-committees or term limited working groups and approve their terms of reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees. The Committee may co-opt staff to serve on its sub-committees as required.

6.2 Sub-committees will submit reports to the University Research Committee who will be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

7.0 Confidentiality

7.1 Categories of business for Committee meetings are classified as follows:

- unrestricted or open business
- business that is 'Confidential to the Committee'

As a general rule, as much Committee business as possible should be unrestricted or open.

8.0 Review

8.1 These procedures, and the Committee's terms of reference, will be reviewed periodically and any required changes documented in a revision of this document.

Revision & Approval Log

Rev No.	Date	Revised By:	List of Revisions	Approved Sign & Date
3	24/02/2021	VPR	Update committee constituents and apply EC template	Executive Committee, 24/02/2021
4	15/09/2021	VPR	Update membership to include VP Global, Director ITD	University Research Committee 14/07/21 Executive Committee, 15/09/21
5	27/02/2023	OVPR	Update membership and changes to terms.	University Research Committee 27/02/23, Executive Committee, 22/03/23