

## ***ORGANIZATIONAL POLICY***

**POLICY NO: B.3.145**

**SECTION: Board/Organizational**

### **B.3.145 OSOT RESEARCH FUND ADVISORY/REVIEW TEAM – TERMS OF REFERENCE**

#### **PURPOSE:**

To assist the Board of Directors to develop and administer the OSOT Research Fund and the OSOTRF Grants Program and to conduct the annual review of proposals received for each OSOTRF Grant in order to make recommendations of grant recipients to the Board of Directors.

The OSOT Research Fund exists to fund and promote the development and dissemination of occupational therapy research/evidence to support the evolution and practice of the profession in Ontario. The Fund supports two annual research grants:

- The Occupational Therapy Research Grant – up to \$1000
- The OSOT Strategic Priorities Research Grant – up to \$5000

#### **FUNCTIONS:**

1. To oversee the annual competition for the OSOTRF Grants Program, coordinating with the OSOT Office to provide direction to annual communication strategies and administrative functions relating to promotion and operations of the Grants Program.
2. To establish and review periodically criteria and processes for scholarly review of OSOTRF Grant applications.
3. To review applications for the Occupational Therapy Research Grant and the OSOT Strategic Priorities Research Grant in accordance with established application review guidelines in order to provide recommendations of grant recipients to the Board of Directors.
4. To review at least every two years the OSOTRF Grants Program application and policies and procedures and to make recommendations for change that support effective communication and administration of the program.
5. To monitor utilization of the OSOTRF and relevance of the Fund to the needs of Ontario occupational therapists and to make recommendations to the Board of Directors regarding ongoing development of the Fund.

**REPORTING STRUCTURE:**

The OSOT Research Fund Advisory/Review Team reports to the Board of Directors through the Executive Director. A communications strategy will be mutually determined to facilitate communication between the Board and Team on a regular basis.

Copies of Team Minutes will be forwarded to the OSOT Office.

**MEMBERSHIP**

The OSOTRF Advisory/Review Team will be comprised of 3 – 6 member occupational therapists with research expertise. A Chairperson will be appointed by the Board of Directors

In the event of a conflict of interest for a Team member to review a grant application(s), the Chair may draw upon a pool of additional OSOT members with research experience to ensure that all applications are reviewed by two individuals as directed by review guidelines.

**MEETINGS:**

Meetings may be scheduled at the call of the Chair at a frequency necessary to accomplish the objectives of the Team. To facilitate involvement of members from across the province, communications and consultation via telephone, email and website chats will be built into the communications strategy of the Team as required.

**BUDGET:**

OSOT Teams shall be approved a basic operating budget (telephone, printing, photocopy, etc) as per the Budget Planning Process for operational costs to ensure that members do not incur costs for operations of OSOT Teams. Travel expenses for Team members are limited to parking expenses. Access to funds in excess of the basic operating budget must be applied for through application to the Board. Funding of projects and initiatives that are approved objectives will be funded separately.

**POLICY APPROVAL:**                      **October 17, 2009**

**POLICY REVISION:**                      **January 2013, August 10, 2016**

**RELATED REFERENCES:**

- OSOT By-laws, September 2008, Article Eight, Section 8.01 - 8.04,
- OSOT Research Fund Grants Program Description,
- OSOTRF Grants Application Guide