

## ASA GRANTS COMMITTEE TERMS OF REFERENCE

### Membership Composition

- Chair: ASA Institutional Member-at-Large
- Members: Institutional Member-at-Large, two board members, and two members-at-large who serve two year terms

### Related and Governing Policies

- ASA Bylaws
- ASA Grants Policy
- ASA Grants Guidelines

### Responsibilities

*All Grants Committee Members shall -*

- Encourage individuals and institutions within the ASA membership to utilize granting opportunities provided by the ASA
- Evaluate applications with professional knowledge and integrity, based on the merit of the application.
- Advise the Board of Directors on matters relating to grants activities of the Society.
- Participate in committee meetings or provide reasons for absence; participate in a fair share of the work undertaken by the Committee; keep in touch with the Committee regarding work they are responsible for; advise the Committee in the event that delays arise; and report to the Committee chair
- Declare any actual, potential or perceived conflicts of interest as soon as they are aware of such conflicts.

*Grants Committee Chair –*

- Chairs Grants Committee meetings
- Reports to the Board of Directors regarding committee activities; sets the tone for the Committee's work; recruits members; coordinates Committee meetings, including agenda and minutes/summary; works with the ASA Secretariat on committee logistics; and prepares an annual report.
  
- Reports to the Board of Directors.

### Expected Outcomes

- The Grants committee will meet annually to evaluate submitted grants applications, discuss potential changes to granting programs, and advise the Board of Directors regarding potential changes to programs.

## **Review**

The Terms of Reference are to be reviewed annually by the committee.

## **Version Control**

<b>Approved By:</b>	
<b>Date Approved:</b>	
<b>Reviewed:</b>	