

## **AGA Institute Organizational Statement Research Awards Panel**

### **Mission**

To maintain a rigorous and equitable review of applications for awards funded by the AGA Institute.

The specific charges to the AGA Institute Research Awards Panel are to:

- Conduct peer review of research and abstract-based travel awards funded by the AGA Institute.
- Provide recommendations to the AGA Institute Research Policy Committee regarding new or revised policy and programmatic actions concerning the AGA Institute's research awards program.

### **Committee Structure**

The AGA Institute Research Awards Panel is a subcommittee of the AGA Institute Research Policy Committee. The chair will serve as the liaison between the subcommittee and its oversight committee. The subcommittee will include a balance of basic and clinical investigators. The subcommittee has a maximum membership of 56; however, the number of members may vary each year based on the expected number of applications.

The basic and clinical research councilors (who shall not count against the maximum membership) shall serve as the governing board's liaisons to the subcommittee and shall attend all business meetings of the full subcommittee. Additional members of the governing board (who shall not count against the maximum membership) may be assigned as team members to the subcommittee but are not intended to attend any subcommittee meetings. A chair-elect (who shall not count against the maximum membership) shall be appointed one year before the end of the term of the chair.

Appointment terms of all subcommittee members shall be for two years, with the opportunity to be renewed for an additional year based on attendance and performance. One-third of the maximum terms shall expire annually. The chair may request extension of terms beyond three years, pending approval from the AGA Appointments Committee. He/she may also recruit *ad hoc* reviewers who may or may not be members of the subcommittee; in unique circumstances where specialized expertise is needed that cannot be found within AGA membership, the chair may recruit *ad hoc* reviewers that are not members of the AGA Institute when deemed necessary.

### **Committee Chair Responsibilities**

The AGA Institute Research Awards Panel chair ensures that the review process is rigorous, equitable and aligned with the priorities with the AGA Institute. He/she:

- Serves as vice chair of the AGA Institute Research Policy Committee.
- Serves as the AGA Institute Research Awards Panel liaison to the AGA Institute Research Scholar Award Oversight Council.
- Facilitates the annual AGA Institute Research Awards Panel meeting at Digestive Disease Week® (DDW®).
- Works with staff to prepare meeting agendas, minutes and reports.
- Evaluates the performance of committee members based on attendance, timeliness and responsiveness during the review process.
- Provides a summary of AGA Institute Research Awards Panel activities to the AGA Institute Research Policy Committee and AGA Institute Governing Board as requested.
- Is expected to be cognizant of timelines and help assure timely panel reviews.
- Will frequently interact with the research awards manager and/or other AGA staff as deemed necessary.
- Determines the composition of individual award review panels, including a chair and vice chair for each review panel.

- Chairs the AGA Research Scholar Awards review panel.
- Communicates needs for membership and expertise of AGA Institute Research Awards Panel to the governing board liaison during the annual appointments process.
- Oversees issues pertaining to, but not limited to, questions related to award eligibility, potential conflicts of interest, waivers, simultaneous funding, no-cost extensions and transfers.

### **Committee Functions**

- Facilitate peer review of all research awards and abstract-based travel awards funded by the AGA Institute.
- Provide constructive feedback to be shared anonymously with all research award applicants.
- Provide recommendations to the AGA Institute Research Scholar Award Oversight Council regarding a ranking of applicants based on scientific merit.
- For research awards other than the AGA Research Scholar Award, such as the pilot research awards, select award recipients based on scientific merit and other relevant criteria as specified in the award descriptions.
- Performs other functions as assigned by the governing board.

### **Meetings**

The subcommittee is authorized to hold one face-to-face business meeting per year at Digestive Disease Week® and teleconferences as needed. The review panels for the AGA Research Scholar Award and AGA pilot research awards are authorized to hold one face-to-face meeting per year to aid in determining award recipients.