



Federation of Microbiological Societies (FEMS) Grants Sub-committee

Terms of Reference

v3.2 18/12/2017

1 Purpose:

1.1 To act as a Sub-committee of the Board of Directors with responsibility for delivery, oversight and development of the portfolio of grants in line with the FEMS strategy.

1.2 In order to fulfil their remit the Grants Committee will work with:

- The Board of Directors to ensure co-ordination of activities, and appropriate input into the development of strategies and policy.
- The FEMS team to ensure effective co-ordination of the delivery of the grants process.

2 Terms of Reference:

2.1 The proceedings of the Grants Committee are governed by the [FEMS Articles of Association](#) (adopted 1 May 2017) regulating the conduct of the Directors and the administration of Sub-committees.

2.2 The Grants Committee is a programme delivery Sub-committee to oversee delivery of the grants process, ensuring it is targeted to the fulfilment of FEMS' strategic goals by:

- i) Awarding grants on the basis of potential to deliver scientific excellence, professional development and/or impact as well as relevance to FEMS' strategy.
- ii) Allocating resources within the agreed budget set by the Board of Directors.
- iii) Promoting and publicizing the grants programme and its impact.
- iv) Proactively identifying and highlighting work suitable for recognition.
- v) Ensuring that all research has been/will be conducted to the highest ethical standards; complies with all relevant regulations and was/will be conducted in an environment meeting the highest standards of research governance.
- vi) Establish and periodically review measures of success and applying these to the regular audit of the grants process.
- vii) Cultivating a network of grantees to enable them continued contribution to the microbiological community.
- viii) Encouraging the publication of research outcomes in FEMS publications.
- ix) Report quarterly on the activity of the Committee.

3 Membership:

3.1 The Chair of the Committee is the Director (Grants & Awards).

3.2 Membership will be sought from the microbiology community and comprise of expert scientists with a range of expertise and experience. The minimum number of Committee members (including the Chair) is 3 and the maximum is 5.

3.3 Members will be appointed for a period of three years.

4 Procedures and Meetings:

4.1 There is no requirement for the Committee to meet in person, and across our activities we encourage work and communication virtually, to minimize the environmental impact of our work.

4.2 The Committee will review grant applications via the Online Submission System at the application deadline for each round of applications. The handling of applications is shared equally among the Committee.

4.3 Reviews of individual applications should be retained, although feedback is not given to individual applicants.

4.4 Records of decisions and action points should be made of all meetings of the Committee (whether virtual or in person) and made available to the Board of Directors.

4.5 The Committee will report a summary of its activity each quarter and prepare an annual report for the February Board of Directors meeting.

5 Budget:

5.1 The overall budget for the Committee will be set annually by the Board of Directors, including an amount to be dispersed per grant type. The amount awarded per grant application is at the discretion of the Chair, up to the amount applied for, and within the limit of the overall budget.

6 Review:

6.1 These Terms of Reference will be reviewed periodically.