

AFP IFPOC Review Team Terms of Reference

Approved by: NOAMA Board of Directors

Date: December 17, 2024

Background

The Northern Ontario Academic Medicine Association (NOAMA) oversees the distribution and management of the AFP Innovation Fund to foster innovation in academic medicine. Its mission is to enhance health outcomes and advance medical research in Northern Ontario, aligning with the goals of its academic and healthcare partners.

The AFP Innovation Fund supports projects that aim to improve clinical care, education, and research outcomes in the region. NOAMA is committed to ensuring a transparent, equitable, and effective peer review process to allocate these funds.

Mandate

The NOAMA AFP Innovation Fund Review Team will:

1. Formulate recommendations to the NOAMA Board of Directors regarding the approval of AFP Innovation Fund proposals.
2. Ensure alignment of funding decisions with NOAMA's strategic priorities, regional needs, and ethical standards.
3. Promote continuous improvement in the evaluation and adjudication process for AFP Innovation Fund proposals.

Roles and Responsibilities

Chair

- Ensure peer review team discussions align with the mandate and strategic priorities.
- Facilitate consensus-based decision-making and maintain a constructive environment.
- Act as the primary liaison between the review team and the NOAMA Board of Directors.
- Oversee the preparation and submission of recommendations and reports to the NOAMA Board.

Review Team Members

- Review and evaluate proposals submitted for AFP Innovation Funds based on established criteria.
- Actively participate in meetings, discussions, and consensus-building processes.
- Provide input and constructive feedback during proposal evaluations.

NOAMA Management

- Provide operational and logistical support to the sub-committee.
- Ensure access to relevant data, resources, and expertise.
- Coordinate meetings, communications, and reporting timelines.

Membership and Terms

The peer review team will consist of:

1. *Chair*

- The Chair of the review team shall be appointed by the NOAMA Board of Directors.
- The Chair shall be appointed for a three-year term, renewable for one additional three-year term. If the Board cannot find an appropriate replacement at the conclusion of the Chair's maximum term, the Chair may continue to serve until a suitable successor is appointed.

2. *Peer Review Members:*

- Members will have experience with prior peer review teams, previous NOAMA research, and/or other research interests that will be impactful to the peer review process.
- The peer review team will attempt to balance based on pillars of discipline, location, and gender.
- The size of the review team will depend on the size of the competition, or the number of applications received, with an effort to assign each reviewer 5-7 applications, though this is not fixed.
- The review team will be time-limited and struck only for the purpose of the review.
- PCTA members or in some circumstances specialty reviewers will be appointed to the review team.

Participation and Meeting Schedule

- Orientation
 - Potential members will be presented with an overview of the peer review process, timeline, and orientation package before acceptance.
- Peer Review Meeting
 - The review team meeting is typically conducted virtually in alignment with the AFP IFPOC call for proposals and recommendations to the NOAMA Board.

Evaluation and Adjudication Process

The review team will adhere to a transparent, consistent, and fair evaluation process, guided by established criteria that prioritize:

- Innovation and feasibility of the proposal.
- Alignment with NOAMA's strategic goals and regional healthcare needs.
- Potential impact on academic medicine and patient care.

All recommendations will be consensus-based, reflecting the collective expertise of the review team.

Conflict of Interest

Members must adhere to NOAMA's Conflict of Interest Policy, declaring any conflicts upon appointment and updating their declaration as necessary. Members with a conflict must recuse themselves from relevant discussions and decisions.

Reporting and Accountability

The review team is responsible for:

1. Providing a recommendation of funding to the NOAMA Board of Directors for review and approval.
2. Engaging with applicants to provide feedback on funding decisions and processes.

Annual Review

The Terms of Reference will be reviewed on an annual basis.

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