

Terms of Reference for the Research Committee at [Dept. name]

These Terms of Reference are effective from [insert date] and replace previous editions.

Purpose

A research committee is established at all departments and department-like centres at the Faculty of Technical Sciences. The research committee acts as advisor to the head of department and the department leadership in relation to the development of the department's research strategy and in relation to research issues. Finally, it is the research committee's responsibility to reflect and advice on the quality of research / research excellence at the department.

Further responsibility

The department research committee is also responsible for facilitating and supporting the local activities, including but not limited to:

Strengthened focus on funding opportunities, dialogues, and quality

- Prioritize discussions and knowledge exchange regarding funding opportunities at the department.
- Secure departmental quality support of research applications, including:
 - feedback on project ideas
 - review of grant applications (or designating reviewers)
- Contribute to mentoring/sparring for specific strategic initiatives at the department.

Supporting interdisciplinary and mission-oriented research collaborations

- Foster initiatives and initiate interdisciplinary collaborations at the department.
- Encourage formation of interdisciplinary partnerships.

Supporting activities related to research-based innovation, education and policy advice

- Where applicable, help to ensure that the research at the department includes the required topics for maintaining and developing knowledge to support policy advice in consultation with the policy advice committee.
- Where applicable, help ensure that research is included in the education, at all levels.
- Help facilitate research-based innovation.

Responsible conduct of research

- The research committee is responsible for communicating rules and guidelines on responsible conduct of research at the department. This includes:
 - communicating to the research leaders about their responsibilities
 - making sure that new staff and students are informed about responsible conduct of research and the rules within the area.
- The research committee develops a plan for the activities at the department. The plan is presented at the Tech Research committee in January every year.

Composition of members

- The Head of Department establishes the research committee.
- When appointing members, consideration must be given to ensuring a broad representation of the department's research areas. The head of department appoints the chair of the committee from among the members. The chair is also a member of the faculty's research

committee. The chair is either part of the department leadership or participates in leadership meetings on a regular basis.

Meeting frequency

- The committee meets as needed and at least 4 times annually.

Secretariat support

- The research committee is supported by the department secretariat.