



Terms of Reference – Research and Initiatives Training and Education Committee (RITE)

Mandate

The RITE Committee will be the adjudicating body for all peer-reviewed funds. In so doing, the RITE Committee will assist the Centre with the following:

- Identification of priority areas for peer-reviewed funds within the four pillars
- Development of RFPs and RFAs
- Review and evaluation of submissions for peer-reviewed funds

Membership and Reporting Structure

- The Committee will be composed of at least 12 members from across the province and beyond. Members will be researchers, educators and/or care providers with significant knowledge of the child and youth mental health sector.
- One RITE Committee member will be nominated by the committee to sit on the Advisory Council as its representative.
- The RITE Committee will report directly to the Centre with a link to the CHEO Board of Trustees through the Centre's leadership.

Meetings

- Meetings will be held at the call of the chair.
- There will be at least two face-to-face meetings, which will likely coincide with the funding cycles.
- There will also likely be conference calls in between meetings.
- The Committee is expected to operate by consensus.

Sub-committees

- The RITE Committee, if deemed appropriate, may create sub-committees and working groups to achieve its mandate.
- There will be at least three sub-committees representing the main peer-reviewed funding categories: research, training and education, expertise mobilization.
- These sub-committees may add members as required.

Conflict of Interest

- RITE Committee Members are required to abide by the Centre's Conflict of Interest Policy.

- Confidentiality
- Every RITE Committee Member shall respect the confidentiality of matters brought before the Committee.

Compensation

- Service as a RITE Committee member is voluntary. Members will be reimbursed for expenses incurred to attend meetings as per the Centre's Travel Policy (consult Appendix II). A yearly honorarium of \$1,500 will be given to each Committee member as recognition of the work performed.

Formal Review of Terms of Reference

- The Terms of Reference shall be reviewed annually.
- Initially, 4 members will be invited to serve for a term of 1 year; 4 members will be invited to serve for a term of 2 years; and, 4 members will be invited to join for a term of 3 years. Thereafter, members will be invited to join for a standard term of 3 years, renewable 2 consecutive times.