



## RESEARCH FELLOWSHIP AWARDS SUBCOMMITTEE CHARGE

### **Number of Members** 9-11

Must be an odd number for the purposes of voting.

### **Composition**

Members shall be a diverse mix of basic and clinical scientists that is proportionate to the prior 2-3 years' applicant pool and shall reflect the Society's diverse membership.

Members may include previous award recipients who have achieved successful academic careers after 5-10 years post-award. Members shall include a Chair and a Vice Chair, one of whom shall be a clinical scientist and the other a basic scientist. The Chair may recruit additional ad-hoc committee members if the number of applications in any given year exceeds the review capacity of the committee. The Chair may invite guests as needed to expedite information sharing who shall also reflect the Society's diverse membership.

### **Method of Appointment**

The Subcommittee Chair, Vice Chair and members shall be appointed by the President and/or Vice President, in consultation with the Chief Executive Officer.

### **Term of Office**

One year. Reappointment for two additional consecutive term of one year is permissible.

### **Key Relationships**

Reports to: Research Committee

Key relationships: n/a

### **Purpose**

To oversee the Society's program of full-year clinical and basic research awards.

### **Responsibilities**

- Work collaboratively with the Research Committee Chair and the committee staff liaison to set the subcommittee's annual work plan, timeline, budget (if any) and meeting schedule consistent with the Committee's overall priorities and agenda.
- Maintain open communications with the Research Committee via regular reports and two-way communications on issues of mutual interest.
- Refer matters to the Research Committee for approval when required by the subcommittee's or the Committee's policies or charge.
- Set criteria for fellowship awards.
- Review applications for full-year industry-funded and other research fellowships.
- Select award recipients for recommendation to the Research Committee.

- Sponsor the Research Fellowship Scholarship Presentations and Awards session during Heart Rhythm.
- Participate in the awards event during Heart Rhythm.
- Advise and participate in efforts to generate award revenue for the Society.
- Develop an educational program for Heart Rhythm that promotes the role of basic and clinical research within the Society.

### **Decision-Making Authority**

- Establish award criteria.
- Nominate award recipients.
- Recommend award recipients to the Research Committee.

### **Limitations**

Members of the Research Fellowship Awards Subcommittee are prohibited from viewing or scoring applications from individuals in whose work they are involved in any way. The member shall recuse her- or himself from the remainder of the selection process.

In the event that the involved member is the subcommittee chair, she or he shall select an individual to review the scores and approve the list of finalists. In the event the application is selected as a finalist, the Chair shall recuse her- or himself from the selection process entirely, and the Chair of Research Committee shall appoint an Acting Chair of the Subcommittee for the remainder of that year's competition.

Awarding the Research Fellowship Awards is contingent upon grant support to fund the scholarships.

### **Meeting Frequency**

Two meetings annually, one face-to-face meeting at the annual Heart Rhythm and one teleconference for final scoring. Additional meetings as needed.

### **Estimated Time Commitment**

4 hours per month

#### *Scheduled*

Committee Conference Calls (quarterly)  
In-Person Meetings (May, at Heart Rhythm)

#### *Ad Hoc*

Committee Conference Calls (as needed)

#### *Busiest Times of the Year*

January and February