

**The Raine Study  
Scientific Review Committee**

**TERMS OF REFERENCE**

**1. Context**

The Scientific Review Committee was established in 2017 under the UJV and serves to provide high quality review of scientific projects and science strategy in relation to the utilisation of the longitudinal data and biosamples provided by Raine Study participants. The Committee follows the approval processes detailed in the Raine Study 'Researcher Involvement Policy'.

**2. Purpose**

The Scientific Review Committees' purpose is to provide high quality review of research projects and science strategy for the Raine Study.

**3. Roles and functions of the Scientific Review Committee**

The Scientific Review Committee shall;

- Provide expert advice on science, feasibility and significance of proposed projects
- Provide advice on the collection, curation and access to data and biological samples
- Provide guidance on strategic science directions for the Raine Study to ensure it continues to be a valuable resource for researchers
- Provide input on processes supporting/monitoring science activity
- Provide input on establishing national and international research collaborations

**4. General**

**4.1. Membership**

The Scientific Review Committee shall comprise of:

- i. Scientific Director (Chair)
- ii. Administrative Officer (Secretary)
- iii. Director (Deputy Chair)
- iv. Scientific Officer
- v. Representatives with significant experience with genetic data and analysis
- vi. Representatives with significant experience with non-genetic data and analysis
- vii. Representatives with significant experience with biosamples
- viii. Representatives of the participants

**4.2. Chair**

The committee will be chaired by the Raine Study Scientific Director. As required, the committee can be chaired by the Raine Study Director or a member of the committee as nominated by the Scientific Director. Meetings will be convened by the Chair and supported by the Administrative Officer.

#### **4.3. Agenda and items**

All agenda items will be forwarded to the Administrative Officer 3 weeks prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed at least 2 weeks prior to the next scheduled meeting.

#### **4.4. Minutes**

The minutes of each Scientific Review Committee meeting will be prepared by the Administrative Officer.

Full copies of the minutes, including attachments, will be provided to all Scientific Review Committee members no later than 2 weeks following each meeting.

By agreement of the group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting.

#### **4.5. Frequency of meetings**

The Scientific Review Committee meets quarterly, with electronic out-of-session meetings as required.

#### **4.6. Proxies to meetings**

Members of the Scientific Advisory Committee will nominate a proxy to attend a meeting if the member is unable to attend.

The Chair will be informed of the substitution at least 5 working days prior to the scheduled nominated meeting.

The nominated proxy will provide relevant comments/feedback about the attended meeting to the Scientific Review Committee member they are representing. The member will endeavour to brief the proxy about agenda items prior to the meeting.

#### **4.7. Quorum requirements**

A quorum will be half the regular membership plus one.