



Research Advisory Council Charter

Purpose

The ASHP Foundation Research Advisory Council (RAC) shall advise the ASHP Foundation (Foundation) Board of Directors (Board) in its review and oversight of the Foundation's programmatic work in health services research and developing researchers.

Organization

The RAC will consist of a Board liaison, Foundation staff, and external members approved by the Board. The RAC shall meet quarterly. The Board liaison will report to the Board at every meeting, either to bring proposals and recommendations for Board consideration and/or for regular education of the Board regarding research programs.

External members will be appointed by the Board. Considerations for selection include: pharmacist members will be current ASHP members in good standing (maintained throughout the term) with widely recognized excellence in practice and experience in research. Depending upon the anticipated work of the RAC, the Board may appoint non-pharmacist members, such as physicians, nurses or patient advocacy representatives. Members will serve a two-year term with the potential for two renewals. They are expected to attend and actively contribute to the RAC's work.

The RAC will have a Chair who is appointed by the Chair of the Foundation Board to serve a one-year term with the potential for one renewal. The RAC will have a Vice Chair who is appointed by the Chair of the Foundation Board to serve a one-year term with the potential for future appointment as the RAC Chair.

Roles and Responsibilities

Chair

- Jointly with Foundation staff, and in consultation with the Vice Chair, formulates meeting agendas.
- Conducts all RAC meetings.

All Members

- Attend all RAC meetings and approve minutes of all meetings.
- Recommend areas for research and evaluation that align with the Foundation mission and are at the forefront of the national healthcare agenda.
- Provide guidance on policies and procedures for research supported or conducted by the Foundation that align with current best practices for ethical health services research. This includes providing feedback and guidance on the purpose of grants, research questions, funding levels, design and methods, timeline of request for proposals and award period, eligibility criteria and reporting requirements.
- Provide guidance to evaluate and enhance the outcomes and impact of Foundation's research programs.
- Provide input to assess member needs related to developing researchers and supporting research.

- Upon request, provide advice on reallocation of excess funds not awarded during the standard review process of a grant program to another high scoring proposal in another grant program, when reallocation is allowed by the funding source.
- Provide support and advice on the dissemination of research results to expand reach and implementation.
- Help to identify research funding and partnership opportunities.