



College Research Committee (CRC)

Terms of Reference (ToR)

1. Name

- College Research Committee (CRC) – for each College at FBSU.

2. Purpose / Mission

- Promote, facilitate, and monitor research activities within the College in alignment with FBSU's mission, vision and strategic plan.
- Ensure high quality of scholarly research, innovation, grant acquisition, publication, and partnerships.
- Support faculty, students, and staff in research excellence and integrity.

3. Scope of Work

- The committee's work will include, but is not limited to:
- Reviewing and recommending research proposals, projects, and outputs.
- Supporting faculty and students to apply for internal and external grants, collaborations, and research funding.
- Overseeing the development of research clusters / labs / groups where applicable.
- Ensuring compliance with research ethics, intellectual property, safety, and applicable regulations.
- Facilitating training, workshops, or seminars in research skills, ethics, grant writing, publication, etc.
- Maintaining and analyzing data on research outputs (publications, patents, presentations) for the College.
- Encouraging interdisciplinary research and collaboration with other institutions / industry.



- Advising on resource needs for research (labs, equipment, software, funding).
- Planning for research excellence awards, recognition, and incentives in the College.
- Liaison with FBSU's central Research & Innovation / Deanship of Scientific Research / QA units for policy, support, and reporting.

4.Membership

Suggested membership for the CRC:

Role	Member/Representation
Chair	Dean of the College or appointed Assistant Dean / Senior researcher
Research Group / Lab Leaders	Where applicable, to represent major research areas in the College
Faculty Members	From across disciplines in the College, ideally active in research
Ethics / Compliance Officer	To ensure adherence to ethical, regulatory, and safety requirements
Student Representative(s)	Graduate students or undergraduate students involved in research
External Stakeholder (optional)	An alumnus or industry partner, if useful to advise or collaborate

5.Authority& Reporting

- Reports to the College Dean and collaboration with FBSU's Deanship of Scientific Research.
- Provides regular reports (annual) on research output, active projects, grant applications, ethics compliance, resource needs, etc.

6.Duties&Responsibilities

Key responsibilities of the CRC include:

1. ResearchProposal&Project Oversight

- Review and recommend research proposals from faculty and students for internal and external funding.



- Monitor the progress of active research projects.

2. Grant & Funding Support

- Identify funding opportunities (national, regional, international).
- Assist faculty in grant writing.

3. Ethics, Integrity & Compliance

- Ensure that research is conducted ethically, respecting human/animal subject rules, biosafety, intellectual property, etc.
- Monitor compliance with research policies and regulations (university, national).

4. Research Capacity Building

- Organize workshops, training sessions on research methodology, publishing, statistics, funding, etc.
- Encourage mentorship among faculty and students in research.

5. Infrastructure & Resources

- Advise on needs for labs, equipment, software, space, facilities.
- Coordinate with central units to allocate resources or request support.

6. Recognition & Incentives

- Propose and manage research awards / recognition for distinguished publications, innovation, etc.

7. Data & Reporting

- Maintain database of research output (publications, patents, grants, etc.).
- Prepare periodic reports (annual) summarizing College research performance.

8. Collaboration & Outreach

- Encourage collaborations with other Colleges, universities, industry, government, community.
- Promote dissemination of research findings (conferences, journals, workshops).

7. Meeting Frequency & Procedures

- Meets at least once each semester; more frequently when required (e.g. for reviewing many proposals, preparing reports, ethics reviews).
- Agenda circulated in advance; relevant documents shared with members beforehand.
- Minutes recorded, decisions tracked, actions assigned and followed up.

8. Decision-Making

- Decisions made by consensus where possible; otherwise by majority vote.
- Chair has casting vote if needed.
- Proposals recommended by CRC may need further approval by college leadership/ Deanship of Scientific Research or university governance, depending on the scope.

9. Documentation & Record-Keeping

- Maintain records of all research proposals reviewed, projects approved, publications, grants, etc.
- Keep minutes of meetings, lists of members, attendance.
- Store data related to awards, recognition, and outcomes of research training/ workshops.

10. Performance / Effectiveness Review

- Annual review of the committee's effectiveness: number of proposals supported, outputs, compliance, resource allocation, etc.
- Adjust membership, processes, or scope based on review.

11. Authority/Limitations

- CRC has authority to recommend, review, monitor. It does *not* unilaterally allocate major research budgets unless delegated.
- Cannot override university-level policy but may propose new policies / changes for approval.
- Must ensure research ethics/integrity, but ethics review committees (if separate) have ultimate ethical oversight.