

CHLA/ABSC Committee on Research

Draft Terms of Reference

Revised January 2026; Approved April 2026

Purpose

The CHLA/ABSC Committee on Research is a standing committee of the CHLA/ABSC Board. Approved to act in an advisory capacity to support CHLA/ABSC members undertaking research designed to strengthen the capacities of health information professionals, the committee also works to identify areas requiring research support, manages the research grant process, and supports the peer review process for the CHLA/ABSC Annual Conference.

Responsibilities

- Consult with the CHLA/ABSC Board of Directors and Research Interest Group to identify, develop, and/or deliver support for research endeavors by CHLA/ABSC members
- Manage the CHLA/ABSC Research Grant competition:
 - This committee is responsible for the entire grant application process. Members regularly update the eligibility criteria and rubrics, organize the call for applications, and collaborate with the association's Web Manager to manage the online portal. They also oversee the evaluation of applications and make final recommendations to the CHLA/ABSC Board, ensuring the successful applicants are notified and the website is updated accordingly. The committee also maintains updated documentation detailing all grant procedures
- Support the CHLA/ABSC conference planning committee:
 - Review and update criteria for evaluation of proposal abstracts every year
 - Participate as peer reviewers for conference proposals
- Submit an annual report for the CHLA/ABSC Annual General Meeting

Membership

The Committee on Research will consist of 5 members:

- Four CHLA/ABSC members (selected; must have research experience)
 - Three members serving 3-year terms (one Chair)
 - One member serving a 2-year term
- Convenor of the CHLA/ABSC Research Interest Group (standing member)

Terms

- Memberships begin in June
- Members in the last year of a 3-year term will act as Chair of the committee.
- The Convenor of the CHLA/ABSC Research Interest Group is a standing member.

Application Process

- Calls for new members will be posted to the CHLA/ABSC email listserv in January for upcoming terms beginning in June.
- Interested members should send their expressions of interest and current CV to the Chair, indicating research activities and engagements.
 - Applicants should include a statement demonstrating their commitment to equity, diversity, inclusivity and accessibility
- If the call does not receive any eligible applicants, a second call will be posted and/or the committee may directly contact CHLA/ABSC members with research experience to encourage them to apply
- The committee will review applications and make decisions based on candidates' experience and representation goals. Where consensus cannot be reached, members of the committee will decide by vote
- The Chair will communicate the outcome to successful and unsuccessful applicants before announcing new committee members to the Board of Directors and CHLA/ABSC more broadly
- In the event that a committee member is unable to complete their term, the vacancy should be filled as soon as possible

Meetings

The committee will meet monthly online (via Zoom, Teams, or other platform). Additional meetings may be scheduled as needed. Regular attendance is expected.

Minutes of all meetings will be recorded and saved to the Committee's Google Drive