

AIMS-Carnegie Small Research Grants in Data Science and its Applications

Terms of Reference for the Oversight Committee

Purpose

This document describes the terms of reference for the Oversight Committee (hereafter the “Committee”) for the AIMS-Carnegie Small Research Grants in Data Science and its Applications at Quantum Leap Africa, Rwanda.

Mandate

The Committee is tasked with:

- ❖ reviewing and approving all the terms of reference for the Program;
- ❖ screening all applications submitted to the Program for relevance;
- ❖ recruiting suitable individuals to review applications in accordance with the Terms of Reference for reviewers (each application shall be independently reviewed by at least two reviewers); and
- ❖ forwarding reviewers’ scores and comments to the International Selection Committee for the Program, for final evaluation and selection of suitable candidates.

Membership Conditions

Composition

Membership of the Committee shall consist of:

- ❖ the Chief Academic and Research Officer of the AIMS Network, who shall be the co-chair,
- ❖ the Director of Research of the AIMS Network, who shall be the co-chair,
- ❖ the Project Developer for QLA,
- ❖ the Research Manager of the AIMS Network
- ❖ the Project Coordinator for QLA, who shall manage the activities of the Committee including the review of applications, and



- ❖ the Program Officer, International Program, Carnegie Corporation of New York

Expectations

- ❖ Members shall review all program-related documents before the call for applications is advertised.
- ❖ Members shall meet electronically within three weeks of the end of the call for applications, to screen the submitted applications and solicit reviews.
- ❖ Members shall meet at other times as necessary
- ❖ Members shall hold in strict confidence the contents of all deliberations of the Committee, except those that are otherwise made public.
- ❖ Members shall not be financially compensated for their role in the Committee.

Quorum

- ❖ The quorum for meetings of the Committee shall consist of sixty percent of its members. One or both co-chairs or a designated representative shall be present at all meetings of the Committee. When necessary, the Committee shall make decisions based on a simple majority of votes cast by a quorum of its members.

Review

This document shall be reviewed as needed by the Committee and the AIMS Secretariat.