



AIMS

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

The Secretariat
District Gasabo, Secteur Kacyiru
Cellule Kamatamu Rue KG590 ST
Kigali, Rwanda

AIMS Small Research Grants in Climate Change Science

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 Small Research Grants in Climate Change Science.

Mandate

The Committee is tasked with:

- ❖ Reviewing and approving all the terms of reference for the AIMS Small Research Grant Program
- ❖ Screening for relevance all applications submitted to the AIMS Small Research Grant Program
- ❖ 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)
- ❖ Forwarding reviewers’ scores and comments to the International Selection Committee for the AIMS Small Research Grant Program, for final evaluation and recommendations
- ❖ Approve the final list of selected Grantees

Membership Conditions

Composition

Membership of the Committee shall consist of:

- ❖ The Chief Academic and Research Officer (CARO) of AIMS, who shall be a Co-Chair
- ❖ The Director of Research for the AIMS Global Network, who shall be a Co-Chair
- ❖ The Research Manager, who shall manage the activities of the Committee including the review of applications
- ❖ Three additional staff of the AIMS Network appointed as members by the Co-Chairs and the Research Manager



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Expectations

- ❖ Members shall review all Program-related documents before the call for applications is advertised
- ❖ Members shall meet electronically within one week 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 actively participate in recommending suitable reviewers
- ❖ Members could be called upon to also act as reviewers
- ❖ 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 in 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 an Oversight Committee and the AIMS Secretariat.