

Research and Study Leave Travel and Relocation Fund Committee:

- Administers funds intended to help offset travel and relocation expenses necessarily incurred as a result of the conduct of an AUFA academic or professional staff member's approved Research and Study Leave.
- Funds shall be administered in accordance with the Research and Study Leave Travel and Relocation Fund Policy and related Procedures.

Membership:

1. The Research Centre shall solicit nominations and conduct elections of members to the Research and Study Leave Travel and Relocation Fund Committee.
2. Members of the Research and Study Leave Travel and Relocation Fund Committee shall include:
 - One member, plus one alternate member, selected by and from all AUFA academic staff members;
 - One member, plus one alternate member, selected by and from all AUFA professional staff members;
 - One Human Resources Officer or designate;
 - Vice-President, Finance and Administration or designate; and
 - Executive Officer or designate appointed by the President as a non-voting Chair.
3. Members shall be appointed to the committee by April 1st of each year.
4. Members shall normally serve a two-year term (renewable) (April 1 to March 31).
5. The Committee shall meet once each fiscal year (April 1 to March 31) to adjudicate applications. Additional meetings may be called at the discretion of the Chair.

Operations:

1. Quorum shall be fifty percent of the voting members plus one.
2. Attendance at meetings is essential to facilitate the work of the committee.
3. Members must declare any conflict(s) of interest at the outset of each meeting and refrain from participating in discussion of the related agenda item(s).
4. Members shall adjudicate applications, up to the established maximum award.
5. The review and adjudication of applications for funding shall be conducted in camera.
6. The Committee shall review the Research and Study Leave Travel and Relocation Fund Policy, Procedures and Terms of Reference annually.
7. The Research Centre shall act as the Secretary to the Research and Study Leave Travel and Relocation Fund Committee.
8. All agendas and minutes of the Research and Study Leave Travel and Relocation Fund Committee shall be retained within the Research Centre.

Reporting:

This committee reports to the Academic Research Committee.