**IOH COMMITTEES**

**Research Grant Review Committee – *Standing Committee***

The role and function of the ADHA Institute Research Grant Review Committee is described below.

1. **Purpose**

The purpose of the Research Grant Review Committee is to assist ADHA Institute staff members and the Board of Directors in the selection for funding of qualified research grant program applicants. This external body is capable of providing an unbiased, ADHA member-based review of submitted applications.

1. **Eligibility Criteria**
	1. Be a licensed dental hygienist;
	2. Possess a graduate degree (MS, PhD);
	3. Be affiliated with a dental hygiene educational institution;
	4. Have expertise in research with knowledge of research design, methodology and current dental hygiene research needs;
	5. Be an active member of ADHA and familiar with ADHA policies.
2. **Length of Term**

Each member shall serve no more than two 2-year terms consecutively. At least one member of the current Research Grant Review Committee is to be appointed to the committee for a successive year for a term not to exceed two years.

1. **Committee Composition**
2. The Research Grant Review Committee shall be composed of four members: one Chair and three reviewers.
3. Members should not be selected from the same educational institution or regional area unless the situation does not permit.
4. **Committee Objectives**
5. Review and evaluate research grant proposals based on current guidelines and the national research agenda (in March);
6. Recommend criteria for selection of research grant proposals;
7. Define and revise criteria for the evaluation of research grant proposals;
8. Recommend improvements to the review process, application forms, rating procedures, etc;
9. Recommend guidelines for the awarding of funds (e.g. student investigators);
10. Make research grant award recommendations for consideration by the ADHA Institute Board of Directors;
11. Monitor the status of funded ongoing research grant projects;
12. Prepare and submit an annual report to the ADHA Institute Board of Directors.
13. **Meeting**

The Research Grant Review Committee Meeting will be held via teleconference in the spring of the year during which the program deadline will be held. Generally, the committee meeting will occur in April with funds being awarded in after July 1.

1. **Review Restrictions**
	1. No more than one person from a single institution may serve concurrently on the Research Grant Review Committee.
	2. Any member of the committee associated with the institution from which a proposal was submitted be recused from discussion and voting on that proposal

**Scholarship Review Committee – *Standing Committee***

The role and function of the ADHA Institute Scholarship Review Committee is described below.

1. **Purpose**
The purpose of the Scholarship Review Committee is to assist ADHA Institute staff members and the Board of Directors in the selection for funding of qualified scholarship program applicants. This external body is capable of providing an unbiased, ADHA member-based review of submitted applications.
2. **Eligibility Criteria**
	1. Be a licensed dental hygienist;
	2. Be affiliated with a dental hygiene educational institution;
	3. Be familiar with current student aid needs and financial aid procedures of educational institutions;
	4. Be a current member of ADHA and familiar with ADHA policies.
3. **Length of Term**

Each member shall serve two consecutive 2-year terms. At least one member of the current Scholarship Review Committee is to be appointed to the committee for a successive year for a term not to exceed three years.

1. **Committee Composition**
	1. The Scholarship Review Committee shall be composed of three members: one Chair and two reviewers.
	2. Members should not be selected from the same educational institution or regional area unless the situation does not permit.
2. **Committee Objectives**
	1. Review and rate scholarship applications (in February/March) submitted to the ADHA Institute Scholarship Program;
	2. Recommend criteria for selection of scholarship and fellowship recipients;
	3. Recommend improvements to the review process, application forms, rating procedures, etc.;
	4. Recommend guidelines for awarding scholarship funds;
	5. Prepare and submit an annual report to the ADHA Institute Board of Directors
3. **Meeting**

The Scholarship Review Committee Meeting will be held via teleconference in the spring. Pending Board approval, scholarships will be awarded after July 1.

**Community Service Grant Review Committee—Standing Committee**

 1. **Purpose**

The purpose of the Community Service Grant Review Committee is to assist ADHA Institute staff members and the Board of Directors in the selection for funding of qualified community service grant program applicants. This external body is capable of providing an unbiased, ADHA member-based review of submitted applications.

 **2. Eligibility Criteria**

a. Be a licensed dental hygienist;

b. Possess a baccalaureate degree;

c. Be affiliated with a dental hygiene educational institution or organization that provides community service programs and is familiar with community-based program operation and execution;

d. Have expertise in community service programs with knowledge of program design, methodology and current community-based care needs and best practices; and

e. Be an active member of ADHA and familiar with ADHA policies.

 **3. Length of Term**

Each member shall serve no more than two, 2-year terms consecutively.

At least one member of the current Community Service Grant Review Committee is to be appointed to the committee for a successive year for a term not to exceed two years.

 **4. Committee Composition**

a. The Community Service Grant Review Committee shall be composed of four members: one Chair and three reviewers.

b. Members should not be selected from the same educational or non-profit institution or regional area unless the situation does not permit.

 **5. Committee Objectives**

a. Review and rate community service grant applications submitted to the ADHA Institute Community Service Grant Programs (in December for the Wrigley Company Foundation Grants and in March for the Healthy Start for Texas Teeth Community Service Grant and Rosie Wall Spirit of Service Grant Programs)

b. Recommend criteria for selection of community service grant recipients.

c. Recommend improvements to the review process, application forms, rating procedures, etc.

d. Recommend guidelines for awarding community service grant funds.

e. Prepare and submit an annual report to the ADHA Institute Board of Directors.

 **6. Meeting**

All meetings will be held via teleconference. The Community Service Grant Review Committee will meet in the winter to review and provide recommendations for funding for the Wrigley Company Foundation Community Service Grant (as long as this is an ongoing program) in addition to a spring meeting to review the Healthy Start for Texas Teeth Community Service Grant and Rosie Wall Spirit of Service Grant Programs. Grant awards for the Wrigley Grant Program will be dispersed in January following the Committee meeting and Board approval. Awards for the Rosie Wall and Texas Teeth programs are dispersed after July 1 following the spring funding recommendations and Board approval.