Science Oversight Committee Charter

The Science Oversight Committee (the “Committee”) of the Patient-Centered Outcomes Research Institute shall advise and assist the Board of Governors and PCORI and provide recommendations to the Board on the strategic goal to produce quality, timely, usable, and trustworthy comparative research information, including as set forth in the “Responsibilities” section of this Charter. The Committee shall serve as a strategy committee of PCORI and shall not exercise the powers of the Board.

Membership
The Committee shall consist of at least five members of the Board and up to two Methodology Committee members. The members shall include the Chair and any Vice-Chair of the Committee. Members of the Committee shall be nominated by the Governance Committee and approved by the Board, in accordance with the Bylaws. Any member of the Committee can be removed from the Committee at any time by vote of a majority of the Board.

The Chair of the Committee shall be nominated by the Governance Committee from among the Board members serving on the Committee, and shall be approved by a majority vote of the Board. The Chair shall serve a term of two (2) years and can serve as Chair for no more than two (2) consecutive terms. The Chair can be removed from such position at any time by vote of a majority of the Board.

The Board may approve a Vice-Chair for the Committee who shall be nominated by the Governance Committee from among the Board members serving on the Committee, and approved by a majority vote of the Board. The Vice-Chair shall serve a term of two (2) years and can serve no more than two (2) consecutive terms. A Vice-Chair can be removed from such position at any time by a vote of a majority of the Board.

Quorum and Voting
A quorum shall consist of a majority of the members of the Committee. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee. Any action that may be taken at a meeting of the Committee may be taken without a meeting if a consent in writing, setting forth the action so taken, is approved by a majority of the members of the Committee and such approval is filed with the minutes of the Committee. Such consent shall have the same force and effect as a vote at a meeting.

Committee Operations
The Committee shall meet upon the call of the Committee Chair, upon the call of a majority of its members, or upon the call of the Board Chairperson, provided that reasonable notice has been provided to all Committee members. Meetings may be held in person, by teleconference, or by other electronic means that allow appropriate participation by all members. The Committee may meet periodically in executive session without management present, shall keep minutes of all meetings, and shall report regularly to the Board. The Committee shall be staffed by the Chief Science Officer, project management
specialists, and by such other staff as the Executive Director, with the counsel of the Committee, deems appropriate.

Committee Responsibilities
The Committee shall have the responsibility of advising and making recommendations to the Board of Governors and PCORI on the following matters, as well as any other responsibilities reasonably related to its purposes or assigned by the Board Chairperson or the Board of Governors including oversight of:

1. Research and scientific program priorities and topics
2. Merit review process for applications
3. Designation of specific research topics for funding
4. Active portfolio management by staff

PCORI’s operational management of these four key activities should be consistent, transparent, and effective in achieving a high quality, innovative and efficient product that is respectful of PCORI stakeholders. The activities above may include:

1. Coordinating projects with partners (including the Agency for Healthcare Research and Quality, and the National Institutes of Health)
2. Identification of process and prioritization of topics
3. Developing criteria to ensure transparency and high-quality oversight of standard operating procedures
4. Developing optimal strategies for engaging researchers relative to PCORI’s research portfolio
5. Collaborating with the Methodology Committee on areas of common interest

In addition, the Committee is responsible for:

1. Overseeing evaluation activities related to the strategic goal identified above, including development of metrics and evaluation of success for all the activities listed above
2. Coordinating meaningful collaborations with Strategy Committees
3. Annually reviewing the Committee Charter, the Committee’s own performance, and coordination with other Committees, and making appropriate recommendations to the Board. The goal of annual review is to ensure continuous improvement of the process to enhance the quality of the funded research through development of strategic feedback loops and measures.

History:
Approved by the PCORI Board of Governors 2/25/2014
Amended and approved by the PCORI Board of Governors 4/26/2016
Amended and approved by the PCORI Board of Governors 5/8/2017
Amended and approved by the PCORI Board of Governors 6/19/2018
Amended and approved by the PCORI Board of Governors 4/16/2019