



Terms of
Reference

SCIENTIFIC COMMITTEE

1. NAME

Scientific Committee.

2. VISION

To optimise outcomes for people affected by cancer by placing primary care at the top of the research, practice, and policy agenda.

3. MISSION

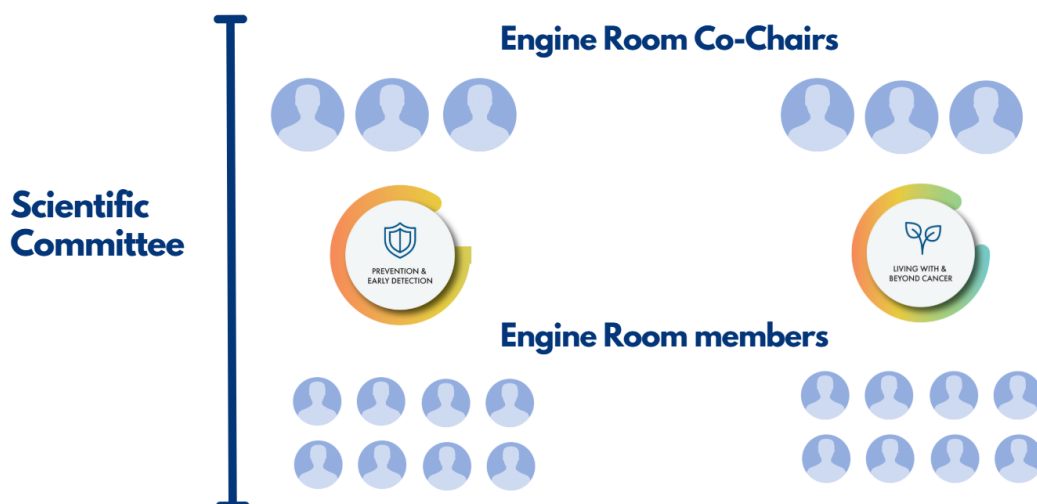
To drive new research through innovative ideas generation, collaborative concept development, and support for the submission of high-quality person-centred practice-relevant grant applications.

4. COMMITTEE FOCUS

To develop and monitor a portfolio of high-quality research for PC4, linked to our values and strategic goals. The active development and support of new research is conducted through the Scientific Committee's two Engine Rooms which cover the role of primary care in 1) Prevention and Early Detection, and 2) Living With and Beyond Cancer. The Scientific Committee ensures continuity and alignment across the Engine Rooms.

5. STRUCTURE AND PROCESSES

PC4 Scientific Committee structure



The Scientific Committee is comprised of members from the two Engine Rooms and additional experts (e.g., policy) as required. The goals of the Scientific Committee will be achieved through participation in scheduled Engine Room meetings, meetings of the Engine Room Co-Chairs, contributions of expertise to the research agenda, and effective liaison with other trials groups, researchers, policy makers, health care practitioners, peers, and the community.

The strategic direction and progress of the Scientific Committee will be overseen by the Engine Room Co-Chairs, National Manager and PC4 Director.

The PC4 Office will coordinate and support all activities, including meetings and research support.

6. RESPONSIBILITIES

The role of the Scientific Committee is to guide the co-ordinated development of a high-quality research portfolio and support PC4 activities in capability and capacity building and skill development.

6.1 Service

The Scientific Committee and its Engine Rooms will support the following:

- Development of research proposals
- Create new project working groups and nominate a research chair for each group
- Submissions for funding of research
- Requests for services from members (e.g., scientific review of proposals)
- Participation in Concept Development Workshops, Peer Review Workshops, events to support early to mid-career researcher development, and the PC4 Scientific Symposium
- Oversight of all PC4 research activities
- Alignment of the PC4 research development portfolio with its strategic plan and funding and policy priorities and opportunities
- Review of Training Award applications, as required.

In particular:

6.1.1 Funding applications

The Scientific Committee is responsible for the PC4 portfolio of research. This includes, but is not limited to, supporting members to develop concepts into high-quality funding applications. This may require the development of Project Working Groups within specific Engine Rooms.

6.1.2 Concept Development Workshops (CDWs)

Members of the Scientific Committee, via Engine Rooms, will attend and submit concepts for CDWs, as appropriate, to contribute their expertise. Additionally, members may be asked to be a spokesperson for a concept and provide peer review concepts prior to the workshops.

6.1.3: Peer Review Workshops (PRWs)

Members of the Scientific Committee, via Engine Rooms, will attend and provide peer review for funding applications submitted to PRWs.

6.1.4: PC4 Scientific Symposium

Scientific Committee members may also be invited to contribute to the PC4 Scientific Symposium. This may be in the form of a member of the organising committee, an invited speaker, session chair, panel speaker or presentation judges.

6.1.5: Member Support Services

PC4 members may apply to PC4 for a range of services including support, advice, and scientific and consumer review of their proposals in progress. Requests for scientific review will be forwarded to the appropriate Engine Room Co-Chairs for approval before being distributed by the National Manager. It is the responsibility of the nominated reviewer to provide confidential feedback, either via an email with written comments or tracked changes, within the designated timeframe. Each request for scientific review will be considered on its relevance to PC4, and according to workload and availability. Limits to requests may be applied as PC4 membership increases.

6.1.6 Oversight of research portfolio

The Engine Room Co-Chairs will review the progress of PC4-initiated projects within their portfolio with a view to ensuring progress is maintained. The Engine Room Co-Chairs will also review all supported studies to assess potential for further development.

6.1.7. Horizon scanning

Members of the Scientific Committee will contribute to identifying emerging priorities and ensure that PC4 works to proactively respond to upcoming opportunities and collaborations.

7. REPORTING

The PC4 Office will distribute minutes of Scientific Committee meetings to members. All Scientific Committee members will contribute to reports as required.

8. MEMBERSHIP

8.1 Eligibility

Only PC4 members are eligible for Scientific Committee membership.

8.2 Composition

- Director of PC4
- National Manager of PC4
- Engine Room Co-Chairs (minimum of two per Engine Room)
- Community Advisory Group representatives (minimum of two)
- Early-mid career researchers (minimum of two)

The Scientific Committee requires a minimum of 12 members and has a capacity of 27 members.

8.3 Process

PC4 members are invited to nominate themselves via an *Expression of Interest* process. Applications are reviewed and approved by the Advisory Committee, with recommendations from Co-Chairs as needed.

8.4 Chair

The National Manager and/or the Engine Room Co-Chairs as a collective are responsible for the oversight of the Scientific Committee and collectively act in a Chair function.

9. OPERATING PROCEDURES

9.1 Meetings

- The Scientific Committee meets face-to-face once per year with additional meetings as required.
- In addition, each Engine Room meets three to four times per year. It is expected that each Scientific Committee member will attend their respective Engine Room meetings, as well as CDWs and PRWs coordinated by their Engine Room (as requested). The Terms of Reference for the Engine Rooms is [here](#).

9.2 Quorum

50% of the members constitute a quorum at all Scientific Committee meetings.

9.3 Records

The Agenda will be set by the PC4 National Manager, PC4 Director & Engine Room Co-Chairs. The PC4 Office will prepare and distribute Minutes.

9.4 Term of Membership

All members are appointed initially for two years, with the option of re-appointment for multiple terms. This flexibility in term will accommodate both a staggered turnover of membership and retention of expertise. It is expected that all members will attend at least 50% of PC4 activities and respond to at least

50% of PC4 Office requests for expert feedback. Failure to meet this expectation will trigger discussion with at-risk members and may result in termination of committee membership, at the discretion of the Advisory Committee. Committee members may request a leave of absence for up to one year.

Lastly, Committee membership will be reviewed in the last six months of each funding cycle for membership composition, capacity, and participation prior to the development of a new funding application.

9.5 Conflict of Interest

All members must declare all potential conflicts of interest. The Engine Room Co-Chairs chairing meetings will advise if a member is to refrain from participating in any discussion or decision-making process. Any conflict of interest will be recorded in the Minutes.

10. GUIDING PRINCIPLES

The Scientific Committee will adhere to the following:

- Feedback and/or review of documentation responses will be provided within the agreed time frame (as negotiated by the PC4 Office).
- Decision-making will be a transparent process, and records will be readily accessible.
- To promote frank discussion, speaker confidentiality may be preserved.
- Deliberations of the research projects will result in collective decisions that are actioned with the consent of the members.
- Resolution of dissenting issues shall be achieved by a vote of members, with the Engine Room Co-Chairs having the deciding vote in the event of a tie.

11. ADOPTION AND AMENDMENT

These *Terms of Reference* shall be reviewed no less than every three years. Changes shall be approved by the Advisory Committee of PC4.

Last Reviewed: 29 August 2025