

THEME (ENTER NAME) MANAGEMENT GROUP
TERMS OF REFERENCE (TOR)

The main features of the Theme Management Group (TMG) are as follows:

- To provide overall supervision of the project on behalf of the project sponsor (University of Birmingham and NHS Partner), project funder (National Institute for Health Research, NIHR) and the NIHR CLAHRC Programme Steering Committee.
- To monitor the progress of the research, the use of NIHR funding and the use of matched funding secured for service developments, in order to supervise and co-ordinate the research towards its interim and overall objectives, as outlined by the research protocol. Alterations from the original plan for the use of NIHR funding should be discussed and agreed by the TMG and noted in the minutes of the meeting.
- The group should be responsible for the consideration of new information which may be of relevance to the planned research, or may influence the research protocol (e.g. changes to methods, or changes to matched funding).
- To identify the use of Patient and Public Involvement (PPI) / User Representatives at all stages of the research process.
- To report progress on capacity development within or resulting from the research project.
- To provide advice to the Principal Investigator (PI) / Theme Leader (TL) on all appropriate aspects of the research project. The progress of the research, management and financial issues should be reported back to the NIHR CLAHRC Programme Steering Committee via progress reports.
- To provide written material to enable the CLAHRC programme steering committee to report to NIHR, as requested.
- Membership of the theme management group should include the PI / TL (Chair) and co-investigators, at least one representative from partners involved in the research (i.e. University, Trusts) and where possible a Patient and Public Involvement (PPI) representative. The group may choose to co-opt members with additional expertise as they deem appropriate.
- Responsibility for calling and organising theme management group meetings lies with the PI / TL.