

## **TSC Alliance Supplemental Funding Request Process**

Approved by the Board of Directors February 29, 2024

### **Step 1: TSC Alliance Staff**

Upon receipt of a written request for one-time supplemental funding, TSC Alliance staff will evaluate the request in two ways:

- Does the request have reasonable potential to meet the review criteria below, or is it clearly out of scope such that external review is unnecessary?
- Is there a reasonable way to fund the project either within the existing budget, in a future year's budget, or above the existing budget if approved by the Board; or is the budget clearly out of scope such that staff cannot recommend a reasonable path to funding?

The TSC Alliance CSO will notify the Chair or Co-Chairs of the Science and Medical Committee of the request and the staff team's recommendation.

If the request is clearly out of scope in terms of either review criteria or funding, TSC Alliance staff will communicate this to the requestor. If they chose, requestors may submit a revised request or apply to TSC Alliance's research grant program.

### **Step 2: Science and Medical Committee**

If the request has potential to meet review criteria and a reasonable path to funding, TSC Alliance scientific staff will select at least three scientific reviewers and one consumer reviewer to evaluate the request based on the following criteria, in order of highest-to-lowest priority:

1. Will the funded project have a direct and immediate impact on our community?
2. If funded, how meaningful to our community is the use of funds for this project?
3. What is the longevity of the partnership the TSC Alliance has had with the requesting party and project?

Reviewers will be selected from the Science and Medical Committee if possible, but external reviewers may be chosen if needed for specific expertise or to avoid conflicts of interest.

The results of the review will be presented to the Science and Medical Committee in one of the following ways at the Chair or Co-Chairs' discretion after taking into consideration the urgency and priority of the request.

- At the next regular meeting of the committee,
- At a special meeting of the committee, or
- Via email.

If the committee does not recommend funding the request, TSC Alliance staff will communicate this to the requestor.

### **Step 3: Executive Committee**

If the committee votes to recommend that the Board of Directors fund the request, the TSC Alliance CEO and CSO will communicate this to the Executive Committee. The Executive Committee will evaluate the impact on the financial health of the organization if the request is funded, while considering the impact of the project based upon the Science and Medical Committee's recommendation. Taking into consideration the urgency and priority of the request, the Chair of the Board of Directors may choose to discuss and vote on the request and the funding plan:

- At the next regular meeting of the Board of Directors,
- At the next regular meeting of the Executive Committee,
- At a special meeting of the Executive Committee, or
- Via email.

### **Conflicts of Interest**

Conflicts of interest are defined by the TSC Alliance Conflict of Interest Policy and the Confidentiality and Conflict of Interest Statement for Reviewers for TSC Alliance Science and Medical Programs.

If the Science and Medical Committee Chair or both Co-Chairs have conflicts of interest, the Chair of the Board of Directors will appoint another Board member to serve as the committee's Chair for the purposes of this Supplemental Funding Request Process.

If enough members of the Science and Medical Committee have conflicts of interest that the committee cannot achieve a quorum, the Executive Committee will fill the role of the Science and Medical Committee for the purposes of this Supplemental Funding Request Process.