

ASSOCIATION OF ATHLETIC TRAINING EDUCATION INNOVATION FOUNDATION

Grant Review Committee Charter

Adopted: June 10, 2026 | Last Revised: June 8, 2026

PURPOSE

The Grant Review Committee (the “Committee”) exists to design, implement, and administer a rigorous and equitable grant award process on behalf of the Association of Athletic Training Education Innovation Foundation (“AATEIF”). The Committee develops the application framework, evaluates submissions, and provides evidence-based funding recommendations to the Board of Directors to advance innovation in athletic training education.

AUTHORITY & ACCOUNTABILITY

The Committee operates as an advisory body to the AATEIF Board of Directors. All funding recommendations require Board approval. The Committee has delegated authority to:

- Develop, revise, and maintain the grant application process and evaluation criteria
- Solicit, receive, and score grant applications
- Issue funding recommendations to the Board; the Committee does not have independent spending authority

RESPONSIBILITIES

Phase 1 — Process Development:

- Design the grant application, eligibility criteria, scoring rubric, and timeline
- Establish conflict-of-interest and recusal protocols
- Present the completed grant framework to the Board for approval prior to launch

Phase 2 — Ongoing Grant Administration:

- Promote grant opportunities and support prospective applicants
- Conduct impartial review and scoring of all eligible applications
- Prepare written recommendations and present findings to the Board each award cycle
- Maintain records of applications, scores, decisions, and rationale

MEMBERSHIP

The Committee shall consist of 3 to 5 voting members appointed by the Board.

- Members serve staggered terms of 2 or 3 years to ensure continuity; initial appointments will be divided between 2- and 3-year terms by Board designation.
- Members may be reappointed for 1 additional consecutive term.
- The Committee elects a Chair and Vice Chair from among its members at the start of each calendar year.
- A quorum is a simple majority of seated members; decisions are made by majority vote.
- The Board may appoint a non-voting staff liaison to support administrative functions.

TIME COMMITMENT

- Process Development Phase: approximately 1–2 hours per week until the grant framework is approved by the Board.
- Active Review Cycles: approximately 2–4 hours per month for application review, scoring, deliberation, and Board reporting.
- Members are expected to attend all scheduled meetings

MEETINGS & REPORTING

- The Committee meets as needed during the development phase and at minimum quarterly during active grant cycles.
- Meetings may be held virtually or in person; agendas and materials are distributed at least 1 day in advance.
- The Chair reports to the Board of Directors no less than annually, and upon completion of each review cycle.

AMENDMENTS

This Charter may be amended by a two-thirds (2/3) vote of the Committee, subject to final approval by the AATEIF Board of Directors.