University Delegates WebEx Meeting
October 2, 2014 – 12:30-1:30pm EDT
CIHR Room 10-219, Ottawa, Ontario

Participants

Chair: Jennifer O’Donoughue, Executive Director, Reforms Implementation

Members:
- Christian Baron, Université de Montréal
- Shari Baum, McGill University
- Lionel Berthoux, Université du Québec à Trois-Rivières
- Robert Bertolo, Memorial University of Newfoundland
- Lesley Brown (for Olga Kovalchuk), University of Lethbridge
- Janet Bryanton, University of Prince Edward Island
- Lori Burrows, McMaster University
- Michael Buschmann, École Polytechnique Montréal
- Peter Cattini, University of Manitoba
- Faith Donald, Ryerson University
- Réjean Dubuc, Université du Québec à Montréal
- Janice Eng, University of British Columbia
- Denise Figlewicz, University of Western Ontario
- Mark Filiaggi, Dalhousie University
- John Fisher, Queen’s University
- Norbert Haunerland, Simon Fraser University
- Michael Hayes, University of Victoria
- Marilyn Hodgins, University of New Brunswick
- Julian Little, University of Ottawa
- Rod McCormick, Thompson Rivers University
- Jennifer McGrath, Concordia University
- Rod Merrill (for Joseph Lam), University of Guelph
- Cindi Morshead, University of Toronto
- Michael Owen, University of Ontario Institute of Technology
- Stephen Perry, Wilfrid Laurier University
- Marc Pouliot, Université Laval
- David Rose, University of Waterloo
- Joanne Simala-Grant (for Richard Wozniak), University of Alberta
- Chris Shields, Acadia University
- Brenda Smith-Chant, Trent University
- Gerald Zamponi, University of Calgary

Institution staff:
- Leslie Copp, University of Waterloo
- Jean-Philippe Marquis, Université Laval
- Colleen McKay, University of Ontario Institute of Technology
- Oksana Moshynska, University of Saskatchewan
- Izabela Szelest, University of Saskatchewan

Regrets:
- Deborah Anderson, University of Saskatchewan
- Ranjana Bird, University of Northern British Columbia
- Dean Care, Brandon University
- Estelle Chamoux, Bishop’s University
- Bareket Falk, Brock University
- Dale Keefe, Cape Breton University
- Olga Kovalchuk, University of Lethbridge
- Vicki Kristman, Lakehead University
- Richard Leduc, Université de Sherbrooke
- Lauren Sergio, York University
- Peter Twohig, Saint Mary’s University
- Otis Vacratsis, University of Windsor
Welcome Message

The Chair called the meeting to order at 12:30 p.m. EDT and welcomed the University Delegates (UDs) to the WebEx meeting.

1. Foundation Scheme Update

Dominique Lalonde, Deputy Director of Program Delivery, provided an update on the Foundation Scheme. CIHR is in the final stages of verifying application eligibility. The reviewers are currently in the process of declaring their ability to review applications. Each reviewer was asked to confirm their ability to review and as well as conflicts on a subset of applications.

An updated CV PDF layout was launched on September 16, which was the day after the foundation pilot deadline. For Stage 1, the CV will be presented to reviewers in the old PDF layout. The new format will be applied to Stage 2.

Discussion:

- It was confirmed that reviewers can review applications from their respective institutions (it is not a conflict).
- One member asked how the subset of applications for a specific reviewer is decided. Historical data that on reviewers is used to determine what type of applications will be assigned.
- One member asked about the current guidelines of not allowing figures or references outside of the character limits. CIHR is currently discussing what can be done with the figures and tables. This will be in the applicant instructions.
- One reviewer noted that their subset was not very relevant to their area of expertise. It is possible that this happens as this is new and the process. Members were reminded that they can contact CIHR by email if they come across this situation.
2. Chair and Scientific Officer Meeting Debrief

Jennifer O'Donoughue, Executive Director, Reforms Implementation, provided a debrief on the Chair and Scientific Officer (SO) face-to-face meetings held in September. Two sessions were held, with approximately 50 Chairs and SOs attending each one, which included a few University Delegates. Meeting participants walked through the mechanics of the new Foundation Scheme and Project Scheme and discussed some of the observations of the Knowledge Synthesis pilot.

Participants were informed that CIHR is putting in place a slightly different process for the Foundation Scheme. A virtual moderator/chair role will be introduced and Chairs and SOs will be asked to fulfill this role. They will monitor a series of applications, prompt discussions if required, and ensure that the reviews are submitted. Webinars are currently being held to train virtual moderators/chairs.

The Chair and SO meetings also focused on the College of Reviewers. Working sessions were held to discuss the type of information needed to track reviewer performance. Participants provided many helpful suggestions as well as positive feedback on the sessions overall.

Discussion:
- One member mentioned that there were concerns regarding the number of applications going forward from Stage 1 to Stage 2 as well as the number applications that will be funded. Members were informed that budget breakdowns are only received in Stage 2. The budget numbers that were received at registration were very preliminary and high level. CIHR will be giving as much information as possible to applicants.
- One member asked if reviewers for the Foundation Pilot Stage 1 will be assigned to the College of Reviewers. Reviewers who were recruited for the Foundation Scheme and Transitional OOGP were informed that they are welcome to join the College. However the formal invitation to the College will go out in late fall 2014 or January 2015. CIHR is currently waiting for the technology to be ready so profiles can be validated. More information will follow once it is available.
- Some members asked if CIHR will provide rankings after Stage 1 and it was confirmed that ranking will be provided to applicants and institutions.

3. Research Protocol

Dale Dempsey, Manager Benefits Realization and Transition, discussed the research protocol. Members were informed that this study has been delayed based on feedback received. The intent is to hold this study in the Second Foundation Live Pilot. The purpose is to assess the reliability of the Stage 1 review process at selecting applications with a reasonable chance at success at subsequent review stages. This study is documented in the Reforms design discussion document published in December, 2012. The design of the study protocol itself was developed in consultation with a number of individuals from the research community, Scientific
Directors and some former and current UD delegates. Their collective feedback was incorporated into the design. An ethics review was not required since the study protocol did not fall under the TCPS-2 definition of research.

Discussion:
- One member asked if an application will get funded if it is in the green zone at Stage 2. It was confirmed that the application would get funded. If we had many applications in that sample R Group that went directly into the green zone, it would cause us to really think about our criteria in stage 1.
- One member asked if the Group R (randomly selected) members will be provided with their ranking after Stage 1. It was confirmed that applicants will be well aware of where they are ranked and it will be up to them whether or not they want to participate in the study.
- One member asked why the success of the experiment depends on Group R candidates actually being funded. CIHR wants to ensure that people who submit an application in Stage 2 go through a fair and transparent peer review process (whether they are part of Group R (randomly selected) or C (chosen through peer review)) and will get funded if they are successful.
- One member asked if the reviewers for Stage 1, 2, and 3 come from the same reviewer pool. Stage 3 reviewers will not participate in stage 1 or in stage 2. For the 1st Foundation Scheme Pilot, it is possible for a reviewer will participate in Stage 1 and Stage 2.
- One member asked if an applicant is informed that they are in Group R. If an applicant is in Group R they will be informed that they are being brought forward as part of the study and they will be able to decide whether or not they want participate.

4. Project Scheme Pilots Update

Adrian Mota, Manager of Business Implementation, provided an update on the Project Scheme Pilots. The final report for the Knowledge Synthesis Fall 2013 competition is undergoing a final review and the target publication date is December 2014.

The final stage committee meeting for the winter competition was recently held. The funding decisions will be out by the end of the month. CIHR is currently surveying the final stage committee members and applicants and analysis will follow.

The fall competition is now open to applicants with an application deadline on November 17, 2014.

The application deadline for Knowledge to Action was on October 1st, 2014. There were 87 applications that were received and applicants will be surveyed.

The PHSI (Partnerships in Health Systems Improvement) application deadline is Oct 15, 2014.
Discussion:
- One member asked if administrators will be surveyed. There will be a survey specifically for administrators.
- One member asked how CV issues are being resolved. CIHR is working on improvements and is waiting to receive the feedback from applicants and reviewers in order to understand all the issues and how best to resolve them. It was noted that areas of concern are the mandatory fields in publications. We are aware and will turn it off from being mandatory to fix a lot of the anxiety around the issue but we will continue to monitor that.

5. Piloting the Biosketch in the Transitional OOGP

Adrian Mota, Manager of Business Implementation, discussed piloting the Biosketch in the Transitional OOGP. The purpose of the item was to discuss replacing the CIHR Academic CV with the Project Biosketch CV for all Applicants in the T-OOGP. CIHR Academic CV has been used in the OOGP since the Canadian Common CV (CCV) was established in 2002 and since then, there have been ongoing issues that were raised from the research community. With the introduction of the new open programs, there was an opportunity to develop a new CV template that could respond to these challenges. The Project Scheme Biosketch was developed based on extensive consultation and the UD network was one of the groups solicited for feedback. The Biosketch is currently being piloted in the upcoming KRS, PHSI, and KAL project scheme pilots. The feedback has been relatively positive although it was noted that there were some concerns raised that could be mitigated. The considerations (Pros and Cons) to this pilot were then presented. The group was then asked on their thoughts on this pilot:

Discussion
- Members asked if there is evidence that reviewers look at CIHR CVs of any type versus looking applicants up on Google or PubMed. There is no official record of this, however this issue has been raised due to the fact that the CV format is sometimes unreadable. This issue has been rectified.
- It was confirmed that information will be extracted from the CCV. If an applicant has done an academic CV in the past, the data can be transfer over with adjustments to make around limits.
- Members asked when CIHR anticipates that the new biosketch would be available to PIs on CCV. The decision to go ahead with this will be made as early as possible to allow people enough time to fill out. CIHR is intending to have it out in November 2014.
- One member wanted to know if they can list more than the 10 publication limit. The limit of 10 was chosen because it is about the publications that are relevant to the grant application at hand.
- One member asked if they can have more than one active biosketch. This is currently not possible, CIHR has put forward a request to the CCV to build this functionality, however, it will not be available in time to support this competition.
- One member asked that if it is possible to print out the section in full in order to facilitate making selections in different sections. This is also currently not possible.

Members were polled and asked if they believe CIHR should go ahead with this pilot in the T-OOGP. The majority of members agreed.
Adjournment

The next UD call is scheduled for November 6, 2014.

The Chair thanked everyone for their participation, and adjourned the meeting at 1:24 p.m. EDT.