University Delegates WebEx Meeting  
April 3, 2014 – 12:30-1:30pm EDT  
CIHR Room 10-219, Ottawa, Ontario

Participants

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

Members:  
Nicole Baillet (for Ranjana Bird), University of Northern British Columbia  
Christian Baron, Université de Montréal  
Shari Baum, McGill University  
Lionel Berthoux, Université du Québec à Trois-Rivières  
Lori Burrows, McMaster University  
Michael Buschmann, Polytechnique Montréal  
Peter Cattini, University of Manitoba  
Helen Coe (for Richard Wozniak), University of Alberta  
Leslie Cudmore (for Janet Bryanton), University of Prince Edward Island  
Faith Donald, Ryerson University  
Réjean Dubuc, Université du Québec à Montréal  
Janice Eng, University of British Columbia  
Bareket Falk, Brock University  
Denise Figlewicz, University of Western Ontario  
Mark Filiaggi, Dalhousie University  
John Fisher, Queen’s University  
Lucie Germain, Université Laval  
Norbert Haunerland, Simon Fraser University  
Michael Hayes, University of Victoria  
Shawn Hayley, Carleton University  
Marilyn Hodgins, University of New Brunswick  
Shanthi Johnson, University of Regina  
Dale Keefe, Cape Breton University  
Olga Kovalchuk, University of Lethbridge  
Joseph Lam, University of Guelph  
Julian Little, University of Ottawa  
Rod McCormick, Thompson Rivers University  
Jennifer McGrath, Concordia University  
Cindi Morshead, University of Toronto  
Michael Owen, University of Ontario Institute of Technology  
Stephen Perry, Wilfrid Laurier University  
Roger Pierson, University of Saskatchewan  
David Rose, University of Waterloo  
Chris Shield, Acadia University  
Jessica Vaissica (for Lauren Sergio), York University  
Gerald Zamponi, University of Calgary

Institution staff:  
Penny D’Agnone, University of Lethbridge  
Troy Harkness, University of Saskatchewan  
Colleen McKay, University of Ontario Institute of Technology

Regrets:  
Ranjana Bird, University of Northern British Columbia  
Janet Bryanton, University of Prince Edward Island  
Dean Care, Brandon University  
Estelle Chamoux, Bishop’s University  
Keith DeBell, St. Francis Xavier University  
Karen Grant, Mount Allison  
Vicki Kristman, Lakehead University  
Richard Leduc, Université de Sherbrooke  
Proton Rahman, Memorial University of Newfoundland  
Lauren Sergio, York University  
Brenda Smith-Chant, Trent University  
Peter Twohig, Saint Mary’s University  
Otis Vacratsis, University of Windsor  
Richard Wozniak, University of Alberta  
Nancy Young, Laurentian University
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. Members were informed that Danika Goosney has returned to CIHR and was welcomed to the meeting.

1. Common CV

Alysha Croker, Project Lead for GAG and CCV, provided an update on the Common CV. An operational committee has been established and has been meeting since February 2014 to support the CCV secretariat. Membership is made up of tri-council representation. Adrian Mota and Kerry Cavanaugh are on this committee to ensure that business and IT perspectives are heard. The main goal of the committee is to provide operational oversight and guidance to the CCV. They discuss, prioritize and approve change requests, which come from the advisory committee and/or the user groups. They ensure that proper impact and risk assessments have been completed. UDs and individuals from research institutions who are interested in joining the CCV User Group can send an email to university.delegates@cihr.gc.ca.

Upcoming changes/enhancements to the CCV will include:
- Usability enhancements (Example: Currently, when picking a CV template when you first log into the CCV, it takes you through 2 or 3 screens before you get to your CV template. This upcoming enhancement will allow users to pick a CV template on one page.)
- Updates to the date and location fields
- Updates to the PDF output of the CCV
- Removal of the “PubMed” as a Publication Type
- Creation of a publication bulk import functionality

Discussion points:
- Members expressed an interest in creating a sub-group of UDs to work with CIHR on items relating to the CCV.
- Members expressed an interest to further discuss at the June meeting.
- One member noted that the use of PMID and DOI numbers should be allowed to populate the publication list. This will be brought forward to the operational committee.
- Members asked if the import function using the PMID would be lost with the removal of the PubMed section. The CCV is designing a bulk import function that will allow users to bulk import from PubMed, which will coincide with the removal of the PubMed section.
- Members wanted to know which reference managers will be used. The CCV is currently looking at a few, including PubMed. In the future, the CCV will look into incorporating others, such as Refworks.

- One member noted that when looking at the publication of a researcher, it is important to have the year, the volume number, and pages of the publication (first and last). The page range will be added to the new CV template for Foundation and Project Scheme CVs.

- One member wanted to know if there will be a two-way feature for the bulk functionality; specifically, an export feature. Members were informed that the current focus is on import.

- Members were reminded that the CV for Foundation scheme competitions will look different than the current Academic and/or Knowledge User CV. It has been finalized, and will be available on the web shortly.

- Members requested a written summary of this item be sent out.

2. Peer Review Manual

Jennifer O'Donoughue, Executive Director of Reforms Implementation, provided an overview of the draft Peer Review Manual. The manual outlines the adjudicating process for each of the three stages of the Foundation Scheme. It is divided into 3 sections (Stage 1, Stage 2 and Stage 3). In Stage 1 and 2, it covers the elements which reviewers are asked to examine in their preliminary reviews. This includes criteria, how asynchronous online discussion will work, and the submission of information to CIHR. In stage 3, it covers the pre-meeting activities and how the meeting will be run. The manual does not review how reviewers are recruited or matched. It also does not cover the composition of the final stage committee. The manual is process-focused. There will be annexes to the manual. This will include elements such as interpretation guidelines. More input will be added based on the outcomes and feedback from the Knowledge Synthesis Pilot. Members were asked to review the manual and provide feedback within the next week.

Discussions:

- The application requirements are published on the CIHR site (not on ResearchNet). The application itself will be available in June. The application requirements will be sent to members.

- Some members have been filling out the application requirements template to plan their own applications. Members were asked to provide feedback to help clarify some of the instructions on the applications.

- One member noted that the registration material states that CIHR will invite eligible registrants to submit the Stage 1 Foundation application. It was asked how this will be done and if a timeline has been established. There will be an eligibility check. Once the deadline for registration closes there will be email notifications sent out to researchers.

- One participant asked if administrators can login to view applications as they do in SSHRC. Access is not provided, but CIHR is aware that this would be beneficial and will address this issue.
3. Agenda for the June Meeting

Jennifer O'Donoughue reviewed the first draft agenda for the June face-to-face meeting. The agenda was drafted based on feedback received from members on the last call. It was also discussed with UDEC. Items on this draft agenda included:

1- Foundation Scheme Updates.
2- Project Scheme: The intent is to provide a short presentation on the Project Scheme to cover design elements and what was learned. Members will be provided with the Knowledge Synthesis pilot assessment prior to the meeting.
3- College of Reviewers: A member from the interim advisory committee will be present at the meeting. This item will focus on recruitment, training/education, performance management, quality assurance, roles and governance of the College.
4- Summary of discussion from the June 5 meeting: The discussions will focus on the value of investigator-initiated research.

Discussion:

- It was agreed that the CCV is added to the agenda.
- One member requested to discuss ethics at CIHR. The Chair informed members that this item will be discussed at the May call.
- After receiving feedback from members, the Chair confirmed that the opening remarks will be made by Jane Aubin, EVP/Chief Scientific Officer/Vice-President, Research and Knowledge Translation. It is expected that the opening remarks will cover topics related to the strategic plan, Transitional OOGP updates, as well as other general CIHR updates.
- Members agreed to start the meeting at 8:45am.
- The UDEC has been planning to hold a working dinner from 6pm-9pm EDT on June 5, 2014. Arrangements will be made to find a location in downtown Ottawa. Members were polled and approximately 25 members have confirmed that they would like to attend the dinner. A quiet venue was requested in order to hold discussions.

4. Veria

Members received information on the recruitment of new IAB members and were encouraged to distribute this through their communication channels.

Adjournment

The next UD call is scheduled for May 1st, 2014.

The Chair thanked everyone for their participation, and adjourned the meeting at 2:10 p.m. EDT.