



TRIUMF

Canada's National Laboratory for Particle and Nuclear Physics
Laboratoire national canadien pour la recherche en physique nucléaire
et en physique des particules

February 1, 2011

To: Users of TRIUMF's Life Sciences Programs
TRIUMF Life Science Projects Evaluation Committee

SUBJECT: TRIUMF LIFE SCIENCES PROJECTS EEC MEETING – APRIL 2011

The next meeting of the TRIUMF Life Science Projects Evaluation Committee will take place on:

THURSDAY & FRIDAY, APRIL 7 & 8, 2011

The DEADLINE for submission of New Proposals and Progress Reports is:

**Friday, March 4, 2011
(midnight – 23:59, Vancouver time)**

We will be using the online Experiment Database for submissions this year (for the first time). **Therefore it is important to follow the steps below as soon as possible.**

1. Request a Secure Access ID at
<https://admin.triumf.ca/d2w-sec/internalid/apply>.
2. Login to the Experiment Database at
<https://mis.triumf.ca/science/experiment/list.jsf>.
3. If you are a spokesperson on a project you can click on "Spokesperson's Portal" and there will be the list of projects that you are spokesperson for. Please note that only spokespersons will be able to submit and edit progress reports and new proposals.
4. If you have a new proposal you will need to contact Niki Martin in the Nuclear Medicine Division office (numed-division@triumf.ca) for a proposal number (she will need your experiment title and the spokespersons name and email addresses).
5. Please familiarize yourself with the Experiment Database at your earliest convenience as this is a new program and LSPEC has never submitted electronically before.

All progress reports and new proposals should be submitted online using the Experiment Database at the link below.

<https://mis.triumf.ca/science/experiment/spokesperson/list.jsf>

For detailed instructions on submitting using the Experiment Database please visit <http://www.triumf.ca/research/experimental-program/how-submit-proposal>.

For new proposals, it is important that all demands on TRIUMF's resources be clearly identified. Please indicate the level of peer-reviewed funding which has been received or for which application has been made. Where appropriate, information from reviews of the project by external committees or agencies would be helpful.

For progress reports and all final reports for projects which have been completed during the past year, copies of preprints or reprints of papers associated with the project should be provided, by uploading PDF's in the "Detailed Information" section.

The new proposals and progress reports will be forwarded to the designated reviewers for their comments. Spokespersons may receive relevant comments from the reviewers via e-mail before the meeting. It is therefore important to include the spokespersons e-mail address if you are enrolling new members in the "Members" section.

Each spokesperson should be prepared to make a brief oral presentation to the committee and submit an electronic copy of their presentations to numed-division@triumf.ca one-day before the meeting starts.

The formal process to approve proposals in the Nuclear Medicine Division is being revised to include pre-reviews by Nuclear Medicine Divisional committees in mid-March, in time for reporting at the formal LSPEC Meeting in April. This process is described in TSOP 14 available online at the link below.

<https://documents.triumf.ca/docushare/dsweb/Services/Document-24353>

In the future, pre-reviews could be scheduled several times a year as needed to kick start projects quickly, thus allowing more flexibility in the timeline for approval and to align with the project management structures of TRIUMF.

Any questions should be directed to Dave Hutcheon via e-mail: hutcheon@triumf.ca or Niki Martin via e-mail: numed-division@triumf.ca or by telephone 604-222-7438.

Members of the TRIUMF Life Science Projects Evaluation Committee are listed online at <http://www.triumf.ca/research/experimental-program/about-eecc-committees/life-science-projects-lspec>