

February 21, 2017

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

SUBJECT: TRIUMF LIFE SCIENCES PROJECTS EVALUATION COMMITTEE MEETING – MAY 2017

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

THURSDAY & FRIDAY, MAY 4 & 5, 2017

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

**Friday, March 31, 2017
(midnight – 23:59, Vancouver time)**

We will be using the online Experiments Database for submissions. **Therefore it is important to follow the steps below as soon as possible.**

1. Request a Secure Access ID at <https://mis.triumf.ca/identity/request/nonemployee.jsf> (if you do not have one).
2. Login to the Spokespersons' Portal in the Experiment Database at <https://mis.triumf.ca/science/experiment/spokesperson/list.jsf>
3. If you are a spokesperson on a project you can click on the "Spokesperson's Portal" and there will be the list of projects that you are a 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 Chereen Bibera in the Life Sciences Division office (numed-division@triumf.ca) for a proposal number (she will need your experiment title and the spokespersons name(s) and email address(es)).

All progress reports and new proposals should be submitted online using the Spokespersons' Portal in the Experiments Database at <https://mis.triumf.ca/science/experiment/spokesperson/list.jsf>.

For detailed instructions on submitting please visit <http://www.triumf.ca/research-program/planning-experiments/how-submit-proposal/lspc-process>.

Information on previous meetings can be found at <http://www.triumf.ca/research-program/planning-experiments/experiment-approval>. 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 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 files 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 email before the meeting. Therefore, it is important to include the spokespersons email 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. Spokespersons will need to submit an electronic copy of their presentations to numed-division@triumf.ca **three-business day** before the meeting starts. All material associated with LSPEC submissions are now stored on a private section of the experiments database (the committee members and select members of TRIUMF's Nuclear Medicine Division are the only people that have access to the LSPEC submissions)(Experimenters are only able to view their submissions in which they are Spokespersons for). Spokespersons should be aware that while their material is protected online, the oral presentations at TRIUMF are open to the general public.

Any questions should be directed to Chereen Bibera via email numed-division@triumf.ca or by telephone 604-222-7669.

The current members of the TRIUMF Life Science Projects Evaluation Committee are listed online at <http://www.triumf.ca/research-program/planning-experiments/experiment-approval/life-science-projects-lspec>.