

May 1, 2019

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

**SUBJECT:** **TRIUMF LIFE SCIENCES PROJECTS EVALUATION COMMITTEE MEETING – JUNE 2019**

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

**THURSDAY & FRIDAY, JUNE 13 & 14, 2019**

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

**Wednesday, May 15, 2019  
(23:59:59 – 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. If you do not have a TRIUMF Login, which is required to access the Spokespersons' Portal, then you must be registered as a visitor. To do so, you must follow these steps:
  - a. Contact the Life Sciences Division's office at [lifesciences@triumf.ca](mailto:lifesciences@triumf.ca) and request a TRIUMF Login and provide the name of your TRIUMF contact person. We will complete an online visitor form for you.
  - b. Next, you will receive an email from [mis@triumf.ca](mailto:mis@triumf.ca) that will have your username for your TRIUMF identity (TRIUMF Login) and a link to a form that will need to be completed.

Please note that you will be granted Electronic Access Only. Your main point of contact will be either your supervisor, collaborator, or the Life Sciences Administrative Assistant, Gloria Botelho.

2. If you have a TRIUMF Login already, but cannot remember your username or password, you can reset it by visiting <https://mis.triumf.ca/identity> then click "Change Password" and "Forgot Password".
3. Login to the Spokespersons' Portal in the Experiment Database at <https://mis.triumf.ca/science/experiment/spokesperson/list.jsf>

4. 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.
5. If you have a new proposal you will need to contact Gloria Botelho in the Life Sciences Division office ([lifesciences@triumf.ca](mailto:lifesciences@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/lspec-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 [lifesciences@triumf.ca](mailto:lifesciences@triumf.ca) by **Monday, June 10, 2019**. 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 Life Sciences Division are the only people that have access to the LSPEC submissions. Experimenters are only able to view their submissions for which they are Spokespersons. Spokespersons should be aware that while their material is protected online, the oral presentations at TRIUMF are open to the general public.

The formal process to approve proposals in the Life Sciences Division has been revised and is now done by an internal committee throughout the year. The LSPEC process is thus designed to



establish our research and resource priorities while concomitantly obtaining international peer review of the overall scientific program.

Any questions should be directed to Gloria Botelho via email to [lifesciences@triumf.ca](mailto:lifesciences@triumf.ca) or by telephone at 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>.