

March 27, 2020

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

RE: TRIUMF LIFE SCIENCES PROJECTS EVALUATION COMMITTEE MEETING – May 2020

Due to the COVID-19 situation, the next meeting of the TRIUMF Life Science Projects Evaluation Committee has been postponed. However, the Call for Submissions is still open and the deadline to submit has been extended. We will notify all parties when a new date has been selected.

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

**Friday, April 10, 2020
(23:59:59 – Vancouver time)**

To implement the recommendations from LSPEC 2019, the submission process has been changed. While the Experiments Database (Science Applications) still exists and is used by Life Sciences to issue experiment numbers, it will no longer be used to accept and review progress reports and/or new research proposals.

In its place, spokespersons are to complete a new electronically fillable form and associated templates. Provided below is a list of the documents to be included in your LSPEC 2020 submission:

Submission Checklist:

- **Required Documents:**
 - [LSPEC Submission Form](#)
 - Detailed Statement (select one):
 - [New Research Proposals](#)
 - [Progress Reports](#)
 - [PowerPoint Presentation](#)
- **Optional Documents:**
 - [Hazard & Safety Analysis \(H&SA\)](#)¹
 - Safety Review Completion Document(s) (SRCD)
 - [Chemistry](#)
 - [Isotope Production](#)
 - Other supporting documents (i.e. figures, tables, and etc.)

All documents must be completed in full and uploaded to the web-based platform, SharePoint². Life Sciences has created a team site on SharePoint titled [LSPEC 2020](#). In it, each experiment is assigned a folder. Spokespersons are responsible for uploading their submission form, templates, and associated documents to their experiment's assigned folder.

With these new changes, it is important to follow the steps below.

1. If you do not have a TRIUMF Login, which is required to access SharePoint, then you must be registered as a TRIUMF visitor. To do so, you must follow these steps:
 - a. Contact the Life Sciences Division's office at 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 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. If you have not already received an email confirming your membership in the LSPEC 2020 team site on SharePoint, then please send an email to lifesciences@triumf.ca with the subject line: **LSPEC 2020 Membership Request**.

If you do not have access to SharePoint, please send an email to the Life Sciences Administrative Assistant, Gloria Botelho, to make alternate arrangements.
4. If you have a new proposal you will need an experiment number. To obtain one, contact [Gloria Botelho](#) in the Life Sciences Division office. She will need your experiment title and the names and email addresses of all spokespersons.
5. Login to [LSPEC 2020](#) to find the folder(s) for your experiment(s) and upload your documents. Please note that only spokespersons will be able to upload, view, and edit their documents. You will be able to edit your uploaded documents until the deadline. After that, you will only be able to view them.

For more detailed instructions on submitting please visit

<http://www.triumf.ca/research-program/planning-experiments/how-submit-proposal/lsec-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.

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 of the LSPEC Submission Form.

Each spokesperson should be prepared to make a **brief oral presentation** (with a PowerPoint presentation) to the committee. Spokespersons can upload their presentation with their LSPEC submission to [LSPEC 2020](#). However, if you cannot submit your presentation before the April 10th deadline, then you may submit an electronic copy of your presentation to lifesciences@triumf.ca 48 hours before the LSPEC Meeting.

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 is performed 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 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>.

¹ To access, need to login to DocuShare.

² SharePoint is a web-based collaborative platform that integrates with Microsoft Office. It is a secure place to store, organize, share, and access information from any device. All you need is a web browser, such as Microsoft Edge, Internet Explorer, Chrome, or Firefox.