

**University Delegates WebEx Meeting  
October 3, 2019 - 12:30-1:30 pm EDT  
CIHR Room 10-219, Ottawa, Ontario  
Minutes**

**Participants**

Chair: Pierre Côté, Director General, Operations Support

Members:	<p>Ali Jenabian, Université du Québec à Montréal;</p> <p>Brenda Bruner, Nipissing University;</p> <p>Chris Whitfield, University of Guelph;</p> <p>Christy McTait, University of British Columbia (CARA member);</p> <p>Daniel Cyr, Institut Armand-Frappier;</p> <p>Daniel Lajeunesse, Université de Montréal;</p> <p>David Litchfield, Western University;</p> <p>David Rose, University of Waterloo;</p> <p>Jean-François Millaire, Université du Québec à Trois-Rivière;</p> <p>Jennifer McGrath, Concordia University;</p> <p>Kristin Baetz, University of Ottawa;</p> <p>Lara Boyd, University of British Columbia;</p> <p>Les Jacobs, University of Ontario Institute of Technology;</p>	<p>Lori Burrows, McMaster University;</p> <p>Marilyn Hodgins, University of New-Brunswick;</p> <p>Rebecca Pillai Ridell, York University;</p> <p>Richard Isnor, St. Francis University;</p> <p>Robert Bertolo, Memorial University of Newfoundland;</p> <p>Roger McLeod, Dalhousie University;</p> <p>Stephen Perry, Wilfrid Laurier University;</p> <p>Steven Smith, Queen's University;</p> <p>Sylvain Baillet, McGill University;</p> <p>Tania Watts, University of Toronto;</p> <p>Tanya Brann-Barrett, Cape Breton University;</p> <p>Yvonne Myal, University of Manitoba.</p>
CARA members:	<p>Jeremy Knight, University of Toronto (CARA member);</p> <p>Judith Chadwick, University of Toronto (CARA member);</p>	<p>Julie Stephens, University of Alberta (CARA member);</p> <p>Kate Keetch, Fraser Health (CARA member).</p>
Institution staff:	<p>Deanna Pong, University of Toronto;</p> <p>Jim Woodgett, Lunenfeld-Tanenbaum Research Institute;</p> <p>Keeley Rose, Sick Kids Hospital;</p> <p>Leslie Copp, University of Waterloo;</p> <p>Nicole Balliet, University of Northern British Columbia;</p>	<p>Penny D'Agnone, University of Lethbridge;</p> <p>Stephanie Baello, Ontario Institutes for Cancer Research.</p>

Regrets:	<p>Allison Sekuler, Research Bay Crest;</p> <p>Andrea Lawrance, Carleton University;</p> <p>Asaf Gilboa, University of Toronto;</p>	<p>Pat Jones, University of Alberta;</p> <p>Paul Wiebe, Health Sciences Centre;</p> <p>Peter L. Twohig, Saint Mary's University;</p>
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	<p>Brian Christie, University of Victoria;  Brenda Smith-Chant, Trent University;  Brenda Meyer-Burt, University of Saskatchewan;  Christian Beaulieu, University of Alberta;  Claudia Malacrida, University of Lethbridge;  Costin Anotnescu, Ryerson University;  Darcy Marciniuk, University of Saskatchewan;  Dawn Whitworth, University of British Columbia (CARA member);  Deborah Zornes, Royal Roads University (CARA member);  Estelle Chamoux, Bishop's University;  François Boudreau, Université de Sherbrooke;  Frédéric Lesage, École Polytechnique Montréal;  Geoff Payne, University of Northern British Columbia;  Gerald W. Zamponi, University of Calgary;  Heather Duncan, Brandon University;  Jeff Ollerhead, Mount Allison University;  Jennifer Thurlow, Capital District Health Authority (CARA member);  Jennifer Walker, Laurentian University;  Lori Livingston, University of Ontario Institute of Technology;</p>	<p>Lorraine Deydey, University of Alberta (CARA member);  Lisa Porter, University of Windsor;  Marc Pouliot, Université Laval;  Oksana Moshynska, University of Saskatchewan;  PhebeAnn Wolfram-Smith, Lake Head University;  Rod McCormick, Thompson Rivers University;  Said Mekary, Acadia University;  Sébastien Normand, Université du Québec en Outaouais;  Sandra Turcotte, Université de Moncton;  Samar Saneinejad, St. Michael's Hospital;  Sunny Hartwig, University of Prince Edward Island  Stephen Waldman, Ryerson University;  Tarun Katapally, University of Regina;  Tim Takaro, Simon Fraser University;  Tom Chau, University of Toronto;  Tova Dybvig, University of Saskatchewan;  Veronica Bacher, Mount Saint Vincent University;  Vicki Kristman, Lakehead University;  Wendy Ward, Brock University;</p>
<p>Staff:</p>	<p>Adrian Mota, Associate Vice-President, Communications Strategist, Communications;  Brooke Bryce, Communication Strategist;  Corinne Guindon, Change Management Lead, Operations Support;  Francis St-Onge, Manager, Architecture and Security;  Gaston Philippe, Manager, IT Infrastructure and Operations;  George Collier, Senior Partnership Lead, Strategic Partnership and International Relations;  Gilles Leblanc, Change Management Advisor, Operations Support;</p>	<p>Joanne Simala- Grant, Subject Matter Expert, Operations Support;  Julie Conrad, Manager, Program Design and Delivery;  Kelly Taylor, Director General, Program Design and Delivery;  Manon Lechasseur, Manager, Strategic Communications, Communications;  Marina Dubois, Project Officer, Operations Support;  Nathalie Gendron, Manager, Program Design and Delivery;  Sandra Shimizu-Herr, Deputy CIO / Manager, Business Solutions;</p>

## 1. CIHR Update

### Update on the implementation of the new Application Administration Guide (AAG)

- The CIHR Grants and Awards Guide is being redesigned.
- The new Application Administration Guide will be live on the CIHR website on November 12, 2019.
- CIHR will be hosting information webinars in November to provide an overview of the new format and layout. Links to register will be posted on the CIHR Webinars page in the coming days: <http://www.cihr-irsc.gc.ca/e/50857.html>.
- Details will be shared at the November UD call.

### *Questions from members*

- One member asked about the release of a Tri-Agency Guide on Equity, Diversity and Inclusion (EDI). While there is no Tri-Agency Guide on EDI to date, there is a Tri-Agency Statement on EDI, which describes the position of the Tri-Agencies with regards to EDI. The Tri-Agency EDI Action Plan is to follow the statement, and will outline actions and measures related to achieving EDI in the Canadian Research Enterprise. Members were reminded that the public version of the Tri-Agency EDI Action Plan will be brought back to the UD table once it is finalized.

### Update on the Tri-Agency Guide on Financial Administration (TAGFA)

- The Tri-Agencies are finalizing the Tri-Agency Guide on Financial Administration (TAGFA) which will be shared with administering institutions and the entire research community this fall.
- In October-November 2019, Tri-Agency staff will attend various conferences to discuss experiences to date/lessons learned with the TAGFA, and to support discussions related to the development and implementation of the Financial Monitoring Framework:
  - Canadian Association of Business Officers (CAUBO), October 17, Orford, ON;
  - Association des administratrices et des administrateurs de recherche universitaire du Québec (ADARUQ), November 21, Laval, QC;
  - Canadian Association of Research Administrators (CARA) West, Banff, AB.
- Online resources and learning materials are currently being developed to support the transition to the new Guide. A learning working group comprised of Tri-Agency staff and representatives from the pilot administering institutions was created to collaborate on the product design between September 2019 and March 2020.

### Limits on communications activities during the federal election

- We are currently in the midst of a federal general election. An election means there are limits placed on what government agencies can do. This includes avoiding making large investment, program, or policy decisions that could bind the hands of an incoming government.
- An election also means that CIHR needs to limit its communication activities to those that are deemed essential to its core operations and activities.
- You may notice that our communications are a little quieter and/or shorter than normal.
- Another activity that is affected by the federal election are public engagements, consultations, and public opinion research. For example, the engagement the CIHR Institute of Infection and Immunity planned to do this fall with its community regarding setting priorities for its new Institute strategic plan has been pushed back to November.
- Regular operations will resume once the election is over and a new Minister of Health is sworn into Cabinet.

### Next UDEC in-person meeting

- Will be held in Ottawa on November 5 and 6.
- Items being considered include:
  - Foundation Grant Program Transition
  - French Language Applications and Official Language Action Plan
  - Project Grant Update

- Strategic Plan
- Grant Management Solution and Common CV
- College of Reviewers
- Tri-Agency Administration Guide on Financial Administration (TAGFA)
- UDs are encouraged to contact UDEC members or CIHR directly should there be any additional topics of interest they would like to recommend bringing forward for discussion.

### ***Questions from members***

- One member enquired about the future direction for the CCV and the ongoing work that is underway on the CCV tool. As we noted during the last UD meeting, we are aware of the open letter about CCV. We will post a public response after we (the Canadian Research Funding Agencies) receive the letter and have the opportunity to give it due consideration. We will keep the UDs informed.

### **Programs Updates**

*See slides for additional information.*

### ***Project Grant***

- Extensions in some Eastern provinces were provided to applicants affected by Hurricane Dorian for various CIHR competitions, in accordance with CIHR policy.
- Initial recruitment for panels for the Fall 2019 competition is complete. Additional reviewers will be recruited to fill gaps in expertise.
- Ability to Review is underway, with an anticipated 900 reviewers and 58 committees.
- CIHR received 2211 applications (approx. 200-300 less than in the past two competition).

### ***Questions from members***

- Members commented on the reduced application pressure for the Project Grant: Fall 2019 competition and wondered about the impacts on success rates, across the board cuts, and the size of peer review committees. CIHR confirmed that with the denominator changing (application numbers the success rate will change. CIHR has not set targets, however, and grant sizes (budgets) also have an impact on the success rate.
  - An overview of how funding decisions are made for the competition is available online: <http://www.cihr-irsc.gc.ca/e/50857.html> (en français). Although the details are from a 2017 competition, the concepts remain the same for the more recent competitions. (The details from the Spring 2019 competition will be shared in a similar format in the coming weeks.)
  - Additionally, CIHR confirmed that no changes are foreseen for the across-the-board cuts for the current competition.
  - Finally, CIHR monitors the application pressure closely and works with committee Chairs to adapt committees as necessary.
- One member enquired about whether the recent increase in pages allowed for French research proposals in the Project competition has had an impact on the number of French applications received. CIHR has not yet conducted an analysis of this and has committed to bringing back additional data based on trends observed over time at a future UD meeting.

### **Other Questions from members**

- One member requested more information about the location of and invitations to the Heath Research Summit (December 2019). More information will be provided once available.
- One members asked whether CIHR has considered having a mandatory Registration for the Fellowships program, as a means to support administrative processes at the institutions. This recommendation will be taken back to the CIHR Fellowships team for consideration.
- One member enquired about the requirement for a “personal CV” and whether this requirement is specific to the Indigenous Gender and Wellness Development Grants competition, or used for other programs as well. CIHR clarified that for such competitions where applicants/NPIs can be non-researchers and community members, a

researcher CV may not be required. This only applies to very specific programs and is no indication of CIHR progressing towards this approach for all of our funding opportunities.

## **2. Adjournment**

The meeting ended at 1:08pm EST. The next meeting of the University Delegates will be on November 7<sup>th</sup>, 2019.