

**University Delegates Meeting  
January 13<sup>th</sup>, 2022 – 12:30-1:30pm (EDT)  
Meeting Minutes**

**Chair:** Adrian Mota - Associate Vice-President, Research Programs (Operations)

**Co- Chair:** Allison Jackson – Director General, Operations Support

**1. CIHR Updates**

***Implementation of the University Delegates Advisory Committee (UDAC) Terms of Reference***

The Chair acknowledged that, over the years, the committee has taken on a stronger role providing advice and recommendations to CIHR staff. The UD support team worked on establishing a set of terms of reference to ensure the committee's mandate and membership, as well as roles and responsibilities, are documented and well understood both internally and externally. Elements of the terms of reference that will represent some changes going forward include:

- The committee's name has been changed, from University Delegates Executive Committee to **University Delegates Advisory Committee**, with the objective of underscoring the advisory and non-decision-making role that the committee plays.
- Conflict of Interest (COI) has been outlined within the terms of reference and will require committee members to declare COI at the beginning of UDAC meetings.
- UDAC members will be required to sign a Declaration of External Interest, which will be reviewed on an annual basis.
- Committee member terms have been defined and a process for renewal developed.

The [UDAC Terms of Reference](#) has been published on CIHR's website.

***Reminder - TGMS bio profile workshop for University Delegates***

The Chair reminded the Network of the consultation session about CV management led by the Tri-Agency Grants Management Solution team, which will take place on January 28, 2022, from 11am – 12pm EST. The Chair encouraged the Network's active participation in the session.

**2. Project Grant Competition Update**

***Fall 2021 Project Grant Competition***

The Chair provided information regarding some deadlines for strategic competitions that have been extended. The Network was told that deadlines for the Spring 2022 Project Grant competition remain unchanged. The Chair reminded the Network that changes to Project Grant competition timelines cause other pressures and therefore CIHR will carefully examine and consider the numerous impacts of any decision. CIHR will continue to monitor the impacts of the pandemic and inform the UD Network of any additional deadline extensions or other changes made to account for the disruptions caused by the Omicron variant.

**Important Dates**

The final committee meeting was held on December 16, 2021.

Notice of Recommendation (NOR)	January 19, 2022
Anticipated Notice of Decision (NOD)	February 2, 2022
Funding Start Date	April 1, 2022

Note: In follow up to a question raised during the UD meeting, the UD support team confirmed that the Notices of Recommendation details are **not** released to Research Grant Office (RGOs). For Project Grant competition decisions, CIHR releases an Excel spreadsheet to each institution; however, the full Notice of Decision is only sent to Nominated Principal Investigators.

**Spring 2022 Project Grant Competition - Important Dates**

Registration Deadline	February 9, 2022
Application Deadline	March 9, 2022
Peer review committee meetings (virtual)	May - June 2022
Anticipated Notice of Decision	July 14, 2022
Funding Start Date	October 1, 2022

**3. Federal Budget 2021 - Pediatric Cancer Consortium**

The Co-Chair provided brief information about the creation of the [Pediatric Cancer Consortium](#) stemming from the 2021 Federal Budget. While this funding opportunity has not been finalized, CIHR is providing preliminary information to allow the community to prepare and respond to what will be an expedited process. More information on objectives, funds available and the anticipated timeline is available in the [pre-announcement](#).

**4. Funding Opportunities**

A list of funding opportunities released in December 2021 can be found in Appendix A of the presentation.

**5. Adjournment**

The University Delegates meeting concluded at 1:10pm EDT. The Co-Chair thanked the network for their participation. The next meeting of the University Delegates is scheduled to take place on February 3, 2022.