

Terms of Reference  
Lakehead University Tri-Council Representatives

**Natural Sciences and Engineering Research Council (NSERC)**

Tri-Council Representatives (Reps) are committed individuals who strongly believe that university research is fundamental to the social and economic well-being of Canada. Through their own focused activities, Reps actively support the Tri-Councils in their mandate to help make Canada a country of discoverers, innovators and scholars for the benefit of all Canadians.

Reps assist the University and its community by bringing the achievements of Canadian scientists and engineers to the attention of the general public and by giving the Tri-Councils a local presence across the country.

Lakehead University's Vice-President (Research) will appoint an NSERC Rep among Lakehead's NSERC researchers for her/his outstanding communication abilities, excellent research track record, and commitment to bridge NSERC with Lakehead researchers. Reps work with colleagues at Lakehead University, the Vice-President (Research) and the Research Office staff, Tri-Council staff, and other stakeholders to arrange the Tri-Councils' presence and participation in local initiatives and consultations.

More specifically, the NSERC Rep will:

- Connect and communicate with researchers in a broad range of disciplines, departments and faculties and be trusted by our researchers to convey their viewpoints effectively to the Tri-Councils.
- Lead consultations at Lakehead University, with the assistance of the Research Office, when united university feedback is required in response to consultation calls from the Tri-Councils regarding new policy or program changes, for example.
- Support the Office of Research in its efforts to increase Lakehead's success rate in national competitions (ie. mentor new faculty, participate in press conferences, assist with grantwriting workshops, etc.)
- Serve on the Award Nomination Committee of Lakehead University, led by Associate VP Research
- Submit an annual report by June 30 summarizing all communication and outreach activities undertaken during the year.

Lakehead University will support the Reps activities as follows:

- Through the Office of the Vice-President (Research), Lakehead will conduct an annual (or as needed) meeting of all Reps to discuss Tri-Council activities on campus, news, policy changes, etc.
- Create and maintain a Lakehead University Tri-Council Representatives Webpage as part of the Lakehead University Research website where each Rep will be profiled and made available to the university community. Reps can also use the site to communicate Tri-Council Rep information.