

March 25, 2024

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

SUBJECT: **TRIUMF LIFE SCIENCES PROJECTS EVALUATION COMMITTEE MEETING (LSPEC) – JUNE 2024**

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

THURSDAY & FRIDAY, JUNE 20 & 21, 2024

At: **TRIUMF Main Auditorium**
4004 Wesbrook Mall, Vancouver, BC

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

Tuesday, April 30, 2024
(23:59:59 – Vancouver time)

The submission process will follow the same process as the previous LSPEC Meeting held in 2023. While the Experiments Database (Science Applications) still exists and is used by Life Sciences to issue experiment numbers and record Committee recommendations, it will no longer be used to accept and review progress reports and/or new research proposals.

As per the previous LSPEC Meetings, spokespersons are to complete a new electronically fillable PDF form and associated templates. Provided below is a list of the documents to be included in your LSPEC 2024 submission:

Submission Checklist:

- **Required Documents:**
 - [LSPEC Submission Form](#)
 - Detailed Statement (select one):
 - [New Research Proposal](#) (new experiments that LSPEC have not reviewed)
 - [Progress Report](#) (current experiments that LSPEC have reviewed – this includes experiments that became either inactive or closed since LSPEC 2022)
 - [PowerPoint Presentation](#)
- **Supporting Documents:**
 - [Hazard Analysis & Safety Review \(HASR\)](#)
 - Beam Properties Request Form
 - Other supporting documents (i.e. figures, tables, and etc.)

All documents must be completed in full and uploaded to the web-based platform, MS Teams. Life Sciences has created an MS Team titled [LSPEC 2024](#). All spokespersons will receive an invitation to join. In this MS Team, each experiment is assigned a channel. Spokespersons are responsible for uploading their entire LSPEC submission to their experiment's assigned channel.

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 MS Teams, 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. Receive an email from mis@triumf.ca with your visit details and a link to an RSVP form that you must complete.
 - c. Receive an email from Provisioning_Notification@triumf.ca with instructions on how to activate your TRIUMF TRIDENT account.
 - d. Once the above steps have been completed, please inform lifesciences@triumf.ca so that the Life Sciences Administrative Assistant can add you to the MS Team for LSPEC.

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.

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 to [LSPEC 2024](#) on MS Teams, then send an email to lifesciences@triumf.ca with the subject line: **LSPEC 2024 Membership Request**.

If you cannot access MS Teams or have any technical issues, then submit a [helpdesk ticket](#). You will need a TRIDENT account to submit a ticket but if you do not have one, then use the login credentials below and select *Home > Create a Ticket > General PC, Windows, and TRWIN Domain Support*.

Username: guest

Password: triumph

4. If you have a New Proposal, then you will need an experiment number. To obtain one, send an email to lifesciences@triumf.ca with the subject line: **Request an L number**. Include in your email, the name(s) and email(s) of the spokesperson(s) and the title of your experiment.
5. Login to [LSPEC 2024](#) to find the channel for your experiment and upload your submission 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.

For more detailed instructions on the submission process 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.

The New Proposals and Progress Reports will be forwarded to the designated reviewers for their comments. Spokespersons may receive relevant comments and questions 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 2024](#). However, if you cannot submit your presentation by the April 30th deadline, then you may submit an electronic copy of your presentation to lifesciences@triumf.ca by June 17th, 2024, at 23:59:59 – Vancouver time. If you do not submit your presentation on or before this deadline, then you will be responsible for bringing a USB thumb drive or flash drive of your presentation the day of the meeting and uploading it to the meeting room computer.

The committee members and select members of TRIUMF's Life Sciences Division are the only people that have access to all LSPEC submissions. Experimenters are only able to view their submissions for which they are Spokespersons or members of an experiment.

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. For further details, refer to the [Terms of Reference for LSPEC](#).

Any questions should be directed to the Life Sciences Administrative Assistant via email to lifesciences@triumf.ca.

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>.