

Science Advisory Board

Terms of Reference

Background

Each Genome Canada-funded Project must have a Science Advisory Board (SAB) to provide advice and guidance to the research team to help ensure that the Project achieves its stated objectives and milestones. For all other projects the need for a SAB will be decided in discussion with the host Genome Centre and Genome Canada.

Composition

1. The membership of the SAB must be completely independent from the Project team with no real or perceived conflicts. The SAB should be composed of members with sufficient expertise to cover the breadth of the research proposed. It is expected that most Projects would require a SAB of between 4-6 members, including the Chair of the SAB, however, large complex projects may necessitate a larger SAB;
2. A Chair of the SAB should be appointed by the Project team (or the SAB itself);
3. A representative of the lead Genome Centre must be appointed as an ex officio member of the SAB;
4. The SAB membership, including the Chair, should be determined through a consultative process involving the Genome Centre and the project team. The SAB membership must be approved by Genome Canada before funds can flow to the Project.

Mandate

The mandate of the SAB is to provide advice and guidance to the Project team to help ensure that the Project achieves its stated objectives and milestones.

To accomplish its mandate the SAB should:

1. Provide strategic advice to the Project team on approaches and directions to aid the Project in achieving its long-term objectives. This includes providing advice on major trends in science and technology that are likely to have an impact on the Project as well as scientific and GE³LS challenges facing the Project team;
2. Provide advice on proposed scientific and GE³LS changes to the Project. The project must consult their SAB prior to submitting changes in their research plan to the Genome Centre or Genome Canada.

3. Review research progress;
4. Review the implementation of the Project's management plan;
5. Identify issues related to GE³LS, Intellectual Property (IP), and commercialization of technologies that arise from the Project, where appropriate.

Administration and Organization

Timing

1. The SAB should meet with the Project team twice a year with at least one of these being a face-to-face meeting. The first face-to-face SAB meeting should be held as soon as possible and within six (6) months after the Project has begun. Efforts should be made to ensure that the majority of the SAB members can attend in person. The initial meeting should serve to familiarize the SAB members with the Project's approved goals and milestones.
2. The SAB should meet in person with the Project team prior to interim review so that the Project team has sufficient time to implement any recommendations before the project is evaluated at interim review.

Responsibilities of Chair

1. The Chair of the SAB is responsible for:
 - i. Working with the Project team to develop meeting agendas for the SAB meetings;
 - ii. Chairing the meeting;
 - iii. Working with the other members of the SAB to prepare a written report of the meeting, which includes specific recommendations to the Project team and action items arising from the meeting;

Documents and Record Keeping

1. The SAB should receive copies of documentation related to the Project including:
 - 2 weeks prior to the first SAB meeting:
 - the final approved project description and approved budget and milestones;
 - copies of the reviews of the Project generated by Genome Canada's peer-review mechanism;
 - Prior to Interim Review:
 - copy of the Progress Report submitted for Interim Review;

- Following Interim Review:
 - copies of the reviews of the Project generated by Genome Canada's interim review.
- 2 weeks prior to each SAB meeting:
 - a scientific report that includes: an account of the progress in achieving the Project's objectives and milestones; an updated Gantt chart; a description of any proposed changes to the Project; and
 - copies of publications arising from the Project;

Within 4 weeks of each SAB meeting the written report of the meeting prepared by the Chair should be sent to the Project. Copies of the report (including copies of the Project team's presentations to the SAB) and the resulting actions taken by the Project team must be sent to the Genome Centre. The Genome Centre must provide copies of all reports to Genome Canada upon request.

Term of Appointment and Addition of New Members

1. Members of the SAB will be appointed for the term of the Project.
2. Changes in SAB membership may occur throughout the term of the project. Any changes in the SAB membership must be made by the project team in consultation with the Genome Centre and with final approval by Genome Canada.

Remuneration

Members and the Chair receive an honorarium for the work they do on behalf of the SAB. In addition, all reasonable expenses related to their attendance at meetings will be reimbursed.