



# Scholar Guidelines

2019/2020

## I. Roles & Responsibilities

### A. CANOC Scholars are expected to:

- To dedicate the majority of their research time to the CANOC research project
- To attend at least one conference and produce at least one manuscript within their year of scholarship
- To pursue community engagement and knowledge exchange opportunities
- To collaborate with fellow CANOC Community Investigators (CIs), or other community partners, to foster reciprocal learning and capacity building
- To track their project timelines to ensure that they are able to fulfill their requirements within their scholarship year
- To provide sufficient time for communications between the CANOC Coordinator, Steering Committee, and statistical support team
- To complete the reports outlined in section X (Reporting)

### B. Supervisors

- Each scholar must have a CANOC Principle Investigator supervise their research
- The scholar and the supervisor will work closely together throughout the duration of the research project
- The supervisor is ultimately responsible for the research project
- All data requests, abstracts, and manuscript drafts should be approved by the supervisor prior to sending materials to the CANOC Coordinator

### C. Community Investigators

- CANOC will facilitate collaboration by matching scholars and CIs based on their respective research goals and interests
- The scholar will participate in the CANOC Community Investigator + Scholar Knowledge Seminar Series
- If matched, the scholar will be responsible for providing ongoing guidance and support for the CI's research project
- Scholars may also collaborate with community partners that are not affiliated with CANOC

### D. CANOC Coordinator

- Any questions should first be directed to the CANOC Coordinator, Alison McClean (amcclean@cfenet.ubc.ca), who will forward queries as necessary
- Should any issues/challenges arise during the scholarship year that may hinder the progress of the scholar's work, the CANOC Coordinator and the supervisor should be informed as soon as possible

## II. Access to Raw CANOC Data

- All scholars and external investigators must conduct their research using CANOC data, and if relevant, may use CANOC data linkages as they become available
- CANOC's raw data are available at,
  - The British Columbia Centre for Excellence in HIV/AIDS (BC-CfE), Vancouver, British Columbia; CANOC Principal Investigator: Bob Hogg
- External requests for the data are not permitted
- Data analysis will be conducted at this site.
- Pending availability, scholars interested in receiving assistance with their analysis may request to work with a statistician at the BC-CfE
- It is up to the scholar to request a list of variables available from the CANOC Coordinator and familiarize themselves with the data

## III. Data Request Procedures

All data request forms are to be received by the coordinator **approximately 2 months prior to any external deadlines**, such as conference abstract submissions. Please see below the steps to be completed prior to submitting a data request.

1. The scholar will draft their initial data request and gain approval from their supervisor before sending the data request to the CANOC Coordinator.
  2. The CANOC Coordinator will first circulate the data request to the CANOC data analyst/epidemiologist/statistician for preliminary review; any suggestions for modification from the Statistical Support team will be provided **within 1 week** and should be addressed prior to circulating to the Steering Committee.
  3. Once a finalized data request form has been provided, the CANOC Coordinator will circulate the data request to the Steering Committee, requesting feedback **within ten working days**.
  - 4a. If approved by the Steering Committee, the coordinator will submit the data request to BC-CfE Statistical Support whom will appoint the data request to the selected statistical team.
  - 4b. If the Steering Committee provides substantive requests for modification or clarification, the CANOC Coordinator will track the comments provided and ask the scholar to acknowledge, justify and/or make changes accordingly. Once all comments have been addressed, the CANOC Coordinator will then submit the revised data request to BC-CfE Statistical Support.
  5. The statistical team will work to complete the data request **within six weeks** of the submission date.
- In cases where data request forms are substantively changed since their original submission to Statistical Support, the primary author will be requested to submit a revised version of the data request form. The new form will receive a new project

tracking number to ensure that Statistical Support is working with the most up-to-date request.

- Primary authors are reminded that the entire data request development, approval, and analysis process often takes longer than might anticipated due to the number of persons involved. Beginning preparations well in advance helps to ensure that Statistical Support will be able to accommodate all requests at the BC-CfE in the timelines outlined.

#### IV. **Poster/ Presentation/ Manuscript Procedures**

- Any CANOC related posters, presentations, manuscripts, theses, etc. will require approval from the Steering Committee
- For approval from the Steering Committee, drafts should be sent to the CANOC Coordinator **at least ten working days** before any deadlines
- All presentations must acknowledge CIHR grant funding and CTN support
- All presentations must include both CIHR and CTN logos plus the CANOC logo
- The CANOC Award should be acknowledged to the effect of: “NAME was supported through a CANOC scholarship award— a joint program of CANOC and the CIHR Canadian HIV Trials Network (CTN 242)”
- The CANOC Coordinator can provide standard poster and slide templates
- The CANOC Coordinator will review the final draft of the poster/presentation/manuscript to ensure the appropriate acknowledgements section is present

#### V. **Manuscript Preparation**

- Scholars are expected to produce at least one publication as a product of their work with CANOC
- The CANOC Coordinator may be contacted for assistance filling in standard portions of methods section, acknowledgements, funding sections, and reference to the CANOC cohort profile
- CANOC Scholars are required to acknowledge the assistance given by CANOC, CTN, and the award sponsors in any publications or presentations

#### VI. **Authorship**

- Scholars are expected to familiarize themselves and adhere to the CANOC Authorship Policy and to consult their supervisor and the CANOC Coordinator with any questions
- The CANOC Coordinator will review authorship lists to ensure adherence to the policy and appropriate acknowledgements are present

## VII. Earnings from Other Sources

- During the tenure of this award the scholar must devote the majority of his/her research time to the CANOC project. The recipient may earn additional awards and remuneration at the discretion of the sponsoring institution.

## VIII. Payment

- The award is paid to the scholar's sponsoring institution in a lump sum instalment. The institution in turn pays the scholar in accordance with its payroll procedures, making the appropriate deductions. The institution will apply policies regarding medical benefits, vacation, leave of absence, etc. according to their internal processes.

## IX. Conferences & Annual Meetings

- Funds permitting, CANOC Scholars are eligible for conference funding if they are awarded an oral presentation or poster presentation
  - Note that having an abstract accepted to a conference does not guarantee funding
- Scholars should always seek out additional travel funding sources, including conference scholarships (of which there are many for students) and support through their academic institutions
- If seeking CANOC funding for a conference, the scholar should send the CANOC Coordinator a written request outlining:
  - Amount of funding requested (including budget breakdown)
  - Interest in attending the conference and mention of other travel funding to which the scholar may have applied (one paragraph)
- Where possible, Scholars are also expected to attend CANOC's annual general meeting in order to update the team on their progress

## X. Reporting

- Scholars are requested to provide the CANOC Coordinator with an informal, mid-way update in **January** summarizing the progress of their work and plans for attending upcoming conferences, etc.
- CANOC scholars are required to submit a final report, which is to be submitted within four months of completion of the funding period (**December 31<sup>st</sup>** of the previous year of tenure) and must include the following:
  - Publications
  - Short essay: in 500 words (max) providing a brief description of the research project, significant outcomes, and community engagement outcomes

- Also if applicable, links to full papers or other websites that describe the research in further detail should be included
- Note that scholars who are renewing their tenure need only submit one final report at the end of the two-year funding period

## **XI. Requests for Renewals**

- CANOC scholars wishing to apply for a second year of funding must submit a Request for Renewal per the CANOC Scholarship Application Process, which will be due as outlined in the Call for Applications (**February**). This report must include the following:
  - A description of progress to-date in the training program outlined in the initial application
  - A description of any progress made towards the development of a research protocol
  - A detailed outline of the proposed activities during year two
  - A performance assessment from the supervisor
  - A statement regarding additional remuneration received by the scholar during the first year of the award
  - Any supporting documents thought to be pertinent
- Note that the scholars wishing to apply for renewal must review the updated eligibility requirements for that year