

Terms of Reference

Purpose: To define a protocol for a division member requesting support from the Division of General Surgery Research Collaborative for a proposed research project.

Mandate: The General Surgery Research Collaborative was created to promote collaboration among researchers within the Division of general surgery, the Department of Surgery, and across medical disciplines. The goal is to share resources, including knowledge and expertise, and research staff using pooled funding sources.

Protocol:

1. New projects can be submitted to the General Surgery Research Collaborative for consideration of support by any division member. The project proposal should be clearly defined in writing, including a list of PIs and Co-PIs, whether REB is already in place, whether any funding is in place, and what the ask is for.
2. Any new project to be considered for support should include at least one General Surgery Research Collaborative member as a co-investigator, depending on the research field and the sought expertise.
3. New projects will be reviewed by the collaborative members at bimonthly meetings.
4. A proposed project doesn't need funding available to be considered; however, if a grant is in place, the existing budget is expected to cover any human resources assigned to the project.
5. A clear timeline of the project should be submitted with the application for planning purposes.
6. The General Surgery Research Collaborative will consider any information received from applicants and collaborators as confidential, which will not be disclosed to any third party or used for its own purposes without the disclosing Party's written consent.
7. A decision on the application for support from the General Surgery Research Collaborative will be issued in a reasonable time and adequately informed to all applicants by email.
8. Approved collaborators are expected to report the actual hours using research personnel to the General Surgery Research Collaborative.
9. Approved collaborators are expected to update the General Surgery Research Collaborative periodically or at the direct request of the collaborative.
10. Approved projects must adequately acknowledge the General Surgery Research Collaborative when disseminating results (presentations, publications, annual reports, etc.)

Any application of new projects to use support from the General Surgery Research Collaborative should be addressed to:

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