

Research Oversight Committee

Genome BC Guidelines

Genome BC and Genome Canada recognize the important role of a Research Oversight Committee (ROC) in the success of projects funded. Genome BC views the primary role of the ROC as providing strategic advice to both the project team and Genome BC on approaches and directions to aid the project in achieving its long and short term objectives. Expectations of the ROC include but are not limited to the following:

- Providing guidance and recommendations in light of major advances in the project's field of research
- Providing context and illustrating the relevance of broader trends in science and technology that have the potential to impact the project
- Identifying and evaluating scientific and GE³LS challenges facing the project team and providing counsel
- Participating actively in the refinement of strategies to transfer, disseminate, use, and/or apply the deliverables from the research to realize socio-economic benefits to Canada

To clarify the role and mandate of the ROC, Genome Canada has provided projects with a Research Oversight Committee Terms of Reference (attached). This document provides guidance on the mandate, composition, administration and organization of the ROC. Genome BC is responsible for establishing and managing the project's ROC, which will be composed of members with sufficient expertise to cover the breadth of the proposed project including the research activities and potential deliverables and outcomes. The ROC will report directly to Genome BC. Expectations relating to the organization and administration of ROC meetings are as follows:

1. ROC meeting dates for the duration of the project will be scheduled in advance of project launch.
2. In advance of each ROC meeting, Genome BC will provide a template agenda to the project and will work with the project leader(s) and project manager to review and finalize the agenda. The agenda will include:
 - a. An in camera session between Genome BC and the ROC at the start of every meeting
 - b. An in camera session with Genome BC and the ROC towards the end of every meeting to discuss potential outcomes of the meeting, concerns, recommendations, and next steps.
 - c. A follow-up session with the project team to give feedback and discuss next steps.
3. It is anticipated that ROC meetings will generally be scheduled for four hours, up to a maximum of one day duration. It is acceptable for the project to schedule other academic discussions to coincide with the ROC meeting; however these must occur after the conclusion of the meeting and at the expense of the project. Genome BC will be pleased to host all ROC meetings at our offices. Genome BC will work with the project manager to schedule meetings and will ensure the appropriate meeting space and equipment is available for each meeting.
4. In advance of each meeting Genome BC will provide a template report to the ROC chair as guidance on the nature of information the ROC will be reporting back to Genome BC. The ROC Chair will forward the completed report to Genome BC within 2 weeks of the meeting. Genome BC will review the ROC report and work with the ROC chair and project leader(s) to finalize the report. Following this, Genome BC will circulate the report to the project leader(s) who will then provide a letter of reply to Genome BC within 2 weeks that will address each of the ROCs comments and include relevant action items.