

1. Members

Refer to Appendix A: List of Members and Observers.

2. Introduction

The management of GlycoNet's research or knowledge mobilization projects requires ongoing assessment of all activities by the Research Management Committee (RMC), which will provide recommendations to the Board on priorities and budget allocations. The RMC reviews proposals, monitors the progress of the Network funded projects, and makes recommendations to the Board on the activities, budget allocations, and the addition of activities or personnel involved in the Network. The RMC also approves the adjustment of project budgets (including reallocations and no cost extensions) following the issuance of an award, or delegates that authority to the GlycoNet Executive and Scientific Directors. The RMC also develops calls for proposals after consultation with Network Investigators, GlycoNet partners and the Board of Directors.

3. Authority

The RMC is constituted pursuant to the decision of the interim Board of Directors on April 10, 2015.

4. Membership

The committee will include the Scientific Director (Chair), Executive Director, three (3) Network Investigators, one or two (1 or 2) members of the Board of Directors (including the Scientific Director), and between four to eight (4–8) other members-at-large. At least two (2) of the members-at-large should be representatives from potential end-users of GlycoNet research. A member of the NCE Secretariat staff will be an observer at all meetings. Appointments will be recommended by the Nominating Committee of the GlycoNet Board of Directors and approved by a vote of the full Board.

5. Term

Members shall normally be appointed for a term of two (2) years renewable with staggered terms. For the inaugural RMC, half of the members will be appointed to terms of one (1) year, which can be renewed for a subsequent two (2) year term.

6. Role

The management of the research program requires ongoing assessment of all projects in order to provide recommendations to the Board of Directors regarding research priorities and budget allocations. While all research project funding decisions are the responsibility of the Board, oversight of the research program is the responsibility of the RMC. The RMC is responsible for:

- Review and final recommendation for Collaborative Team Grant and Clinical Partnership project selection and funding to the Board of Directors. The RMC may amalgamate project teams where synergies may be found, or strip away the less competitive elements of the proposal.
- Monitoring project progress – GlycoNet will not follow a “fund and forget model.” A monitoring process will be developed and implemented to ensure progression of projects towards milestone. The monitoring process will be every six months. This will be done through written and/or oral progress reports and some aspects of this monitoring may be delegated to management.

- Scientific review of Translational Project and Strategic Initiative applications. The Commercialization Committee will consider the scientific reviews, together with a separate business case evaluation, in making their funding recommendations to the Board. The RMC will support the process by reviewing the applications or by helping to find suitable reviewers for the application.
- Recommendation to the Board of Directors for any changes to funding depending on research progress and outcomes.

7. Meetings

The RMC will meet quarterly to review existing and new GlycoNet projects and recommend funding for the GlycoNet research portfolio to the Board, guided by the overall strategic plan approved by the Board.

8. Quorum

Quorum shall be a majority of its members with a minimum of four present at the meeting, in person, by teleconference or videoconference.

9. Mandate

The committee reviews proposals, monitors the progress of GlycoNet funded projects, and makes recommendations to the Board on the activities, budget allocations, and the addition of activities or personnel involved in the Network.

The following resolutions adopted by the Board of Directors covers the general scope of the RMC:

- The RMC shall have the primary responsibility for monitoring the progress of projects undertaken by GlycoNet and funded by The Natural Sciences and Engineering Research Council and the Canadian Institutes of Health Research in accordance with the Funding Agreement of March 10, 2015, and making recommendations to the Board on the activities, priorities, budget allocations, and the addition of activities or personnel involved in the projects.
- The Board shall receive reports from the RMC at each regular meetings of the Board. From time to time, the RMC shall also report to the Board and to such other committees as may be relevant in the circumstances, in such manner and to such an extent as is reasonably necessary or advisable to permit the Board to carry out its mandate.

10. Travel and Reimbursement

Travel and Reimbursement will be performed according to the GlycoNet Travel and Reimbursement Policy.

11. History

The Research Management Committee Terms of Reference was

- Approved by the Board of Directors on April 10, 2015.
- Revisions to the introduction and membership were approved by the Board of Directors on May 16, 2016.
- Revised to reflect Cycle II funding strategy and approved by the Board of Directors on March 3, 2020.

Appendix A: List of Members and Observers

Dr. Todd Lowary (Chair, Scientific Director, Canadian Glycomics Network)

Professor, Department of Chemistry
University of Alberta

Dr. Paul DeAngelis

Presidential Professor
University of Oklahoma

Dr. Richard Furneaux

Director
Ferrier Research Institute

Dr. Jennifer Kohler

Associate Professor
University of Texas Southwestern Medical Center

Dr. Mark Nitz

Professor
University of Toronto

Dr. Obadiah Plante

Senior Director
Moderna Therapeutics

Dr. Mariela Segura

Professor
Université de Montréal

Dr. Donald Vinh

MD and Director, Infectious Disease Susceptibility Program
Research Institute of the McGill University Health Centre

Dr. Warren Wakarchuk

Professor
University of Alberta

Dr. Steven Xanthoudakis

Vice President, Global Search and External Scientific Strategy
Zymeworks

Dr. Stewart Fast (NCE Observer, Non-Voting)

Acting Deputy Director
Networks of Centres of Excellence

Mr. Frank Gleeson (Observer, Non-Voting)

CEO
Satellos Bioscience Inc.

Dr. Elizabeth Nanak (Observer, Non-Voting)

CEO
Canadian Glycomics Network