

# Can-SOLVE CKD Research Operations Committee

---

## TERMS OF REFERENCE

### ***Purpose***

The purpose of the Research Operations Committee (ROC) is to assess key elements of Can-SOLVE CKD research projects and advise the project leads and steering committee accordingly. The Committee provides guidance to the project leads on strengthening aspects of the projects, as required and may seek external advice when necessary.

### ***Accountability***

The ROC is appointed by and accountable to the co-principal investigators of Can-SOLVE CKD.

### ***Duties***

- Review and assess research projects for key elements including:
  - Design of research projects, including methodology
  - Feasibility of plan for project implementation
  - Relevance of outputs to goals of Can-SOLVE CKD
  - Patient engagement
  - Plan for evaluating the research team's progress
- Consult with expert panels of Can-SOLVE CKD and external experts as needed
- Report and advise the co-principal investigators, project leads and Steering Committee

### ***Membership***

- Chair
- A committee of 6-8 other members including 2 patient representatives, 1 Indigenous member, experts inclusive of clinical research, and research methods.

### ***Term***

- Chair: 5 years
- Members: 3 years

### ***Meeting Frequency and Rationale***

At least 2 times per year and more frequently as deemed necessary to fulfil the ROC mandate.

### ***Operational Protocol***

- Meetings will be held by teleconference with one face to face meeting per year, to be held in conjunction with the annual meeting of the Network or other suitable congress (i.e. American Society of Nephrology).

- If an ROC member cannot attend a meeting s/he may provide comments/feedback prior to the meeting via email to the chair for inclusion in discussions.
- The committee shall at all times strive to reach a consensus for resolutions, but in cases where consensus is not possible, this shall be conveyed to the principal investigators of the Network, Steering Committee and project leads as appropriate.
- Time and duration of meetings will be determined by the chair
- Agenda packages will be circulated by the secretariat on paper and/or electronically to members no later than three days in advance of meetings.

### ***Secretariat***

Members of the core operations team will provide secretariat support for committee meetings including preparation of agendas, meetings materials, and minutes.

### ***Records***

All documents pertaining to the ROC shall be stored centrally in the Network's drop box folder.

### ***Confidentiality***

The undersigned member of the ROC understands that certain types of Confidential Information may be disclosed to me. The undersigned therefore agrees as follows:

- a) All material and information supplied by, or on behalf of, the Network, or which I otherwise receive in my capacity as a member of the ROC, whether disclosed in written, graphic, photographs, recorded, projected or verbal form, shall be regarded as "Confidential Information". This includes all information submitted as part of a grant or award application.
- b) I shall neither disclose such Confidential Information for my own personal gain or benefit or for any purpose other than in connection with the activities of the Network. I shall protect and maintain confidential any information divulged during the work of the Network.
- c) Confidential Information shall not be reproduced in any form.
- d) Any Confidential Information in my possession, including electronic and paper records, shall be securely stored at all times.
- e) In the event that meetings of the Network are held by tele or video conference, I shall make every reasonable effort to ensure that a secure line is used for the conference and that no third parties can listen to the proceedings.
- f) The above provisions of confidentiality shall not apply to Confidential Information which:
  - At the time of disclosure is published or is otherwise in the public domain, or
  - After disclosure becomes part of the public domain otherwise than through a breach of this agreement, or
  - Was demonstrably known to me prior to receipt and was not acquired directly or indirectly from the Network.
- g) At the end of my term on the Network, all Confidential Information in my possession will, at the chairs' discretion, be returned or securely destroyed.

### ***Conflicts of Interest***

I understand that members of the ROC are expected to conduct themselves in an appropriate manner, i.e., use of their positions cannot be reasonably construed to be for their private gain, or that of any other persons or organization, and a real, apparent or potential conflict of interest exists when my personal or financial interests affect, and may be perceived to affect, my objectivity and indeed, it's very appearance.

As a member of the ROC, I will avoid all real or apparent conflicts. In the event that a real, apparent or pot conflict of interest arises or is discovered or recognized, I will make immediate full disclosure of

the nature and scope of this conflict to the chair, or, in the event of a conflict involving the chair to the Co-PIs of Can-SOLVE CKD.

I recognize that situations giving rise to possible conflicts of interest include, but are not limited to, the following circumstances:

- a) I have a financial or personal interest in a directly competing institution or company
- b) I have a financial or personal interest in a product (e.g. drug or device) being evaluated by the Network

I, undersigned, have read and understood the role of the ROC and the provisions regarding Confidentiality and Conflict of Interest and agree to adhere to the conditions described in this document.

Signature

---

Printed name

---

Date

---

ORIGINAL APPROVED:

REVIEWED:

REVISIONS APPROVED: