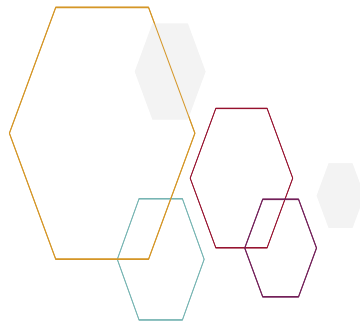




uOttawa

Institut de recherche LIFE LIFE Research Institute

SHAPING OUR FUTURE SELVES



CHARTER OF THE UNIVERSITY OF OTTAWA LIFE RESEARCH INSTITUTE

In 2017, the University created the LIFE Research Institute (LRI) as a research hub housed in the Faculty of Health Sciences at the University of Ottawa. Since then, it has become a pan-University institute, bringing together multidisciplinary and multi-sectorial expertise to advance knowledge and training on the biological, physical, mental and social issues through the full life trajectory, taking a new, dynamic and comprehensive approach to the study of aging. Academic members of the institute originate from all University of Ottawa faculties: Arts, Civil Law, Common Law, Education, Engineering, Health Sciences, Medicine, Science, Social Sciences and the Telfer School of Management. These academics, along with our partners assist in developing the much-needed evidence that shapes future knowledge, care, policy, clinical practice and business initiatives that ensure that we enjoy a long, well-lived life filled with choices.

The **VISION** for the LIFE Research Institute is:

- To act as a forward looking research hub for studying and integrating biological, psychosocial and environmental dimensions of life trajectories in order to foster optimal wellbeing throughout the lifespan.

The **MISSION** for the LIFE Research Institute is:

- By focusing on changes related to aging, the LRI connects multidisciplinary and multi-sectorial expertise to advance knowledge and promote training on issues that allow us to live long, live well and live with voice and choice. These three axes (live long, live well, live with voice and choice) form the backbone of the institute's activities.

The LRI was created to allow meaningful interactions with stakeholders from all sectors, focusing on 4 objectives:

- 1. Conducting world-class interdisciplinary research:**
 - a. On life trajectories and aging.
 - b. On the integrative processes of adaptation over a person's lifespan.
- 2. Embedding knowledge into lifelong learning initiatives that include students, practitioners, policymakers, members of civil society as well as highly qualified personnel to foster:**
 - a. Interdisciplinary experiential learning environments for students.
 - b. Opportunities for research and applied learning.
 - c. Opportunities for innovative learning methods and research throughout the lifespan.
- 3. Partnering with communities and businesses:**

- a. Create research synergies amongst different sectors (e.g. private sector, policymakers, civil society) in line with the vision and mission of the LRI.
4. **Impacting real world problems:**
- a. Using research and data to impact policy, shape decisions on practice settings, and entrepreneurial initiatives regarding aging and wellbeing.

GOVERNANCE

The LRI follows a network model of connected researchers housed in all faculties at the University of Ottawa and its affiliated centres and institutes, student researchers from all academic levels, postdoctoral fellows and visiting scholars, as well as academic members from other institutions. The LRI works in partnership with external stakeholders including industry, clinicians, decision makers and non-governmental agencies. The set of regulations with respect to the three dimensions of governance - authority, decision-making, and accountability - are prescribed by the university.

Terms of mandates

Excluding the mandate of the Director of the LRI, which is normally of five years, and those of the Leads of the strategic axes, which are normally of three years, the mandates of the members on various LRI committees are two years, with half of the initial members serving three years in order to ensure continuity. Students must be registered at the University of Ottawa and serve for 1 year. All mandates are renewable once.

Guiding Principles for LRI operations:

Since real-world problems are complex and multifaceted, they require truly interdisciplinary approaches. The main activity of the Institute is to create and support innovative and interdisciplinary teams that would not normally work together, as best as possible, and in conjunction with their home faculties and affiliations.

The LRI serves the various disciplines and expertise represented in the participating faculties and organizations by:

- a. Reinforcing the collective visibility and linkages of the participating faculties and organizations with other internal and external community members;
- b. Maintaining high standards of quality;
- c. Following ethical and inclusionary practices;

- d. Enhancing the creation of true interdisciplinary teams around complex problems;
- e. Extending the demands for recognition of expertise in the participating faculties and organizations;
- f. Ensuring that activities of the office are at least cost-recovery.

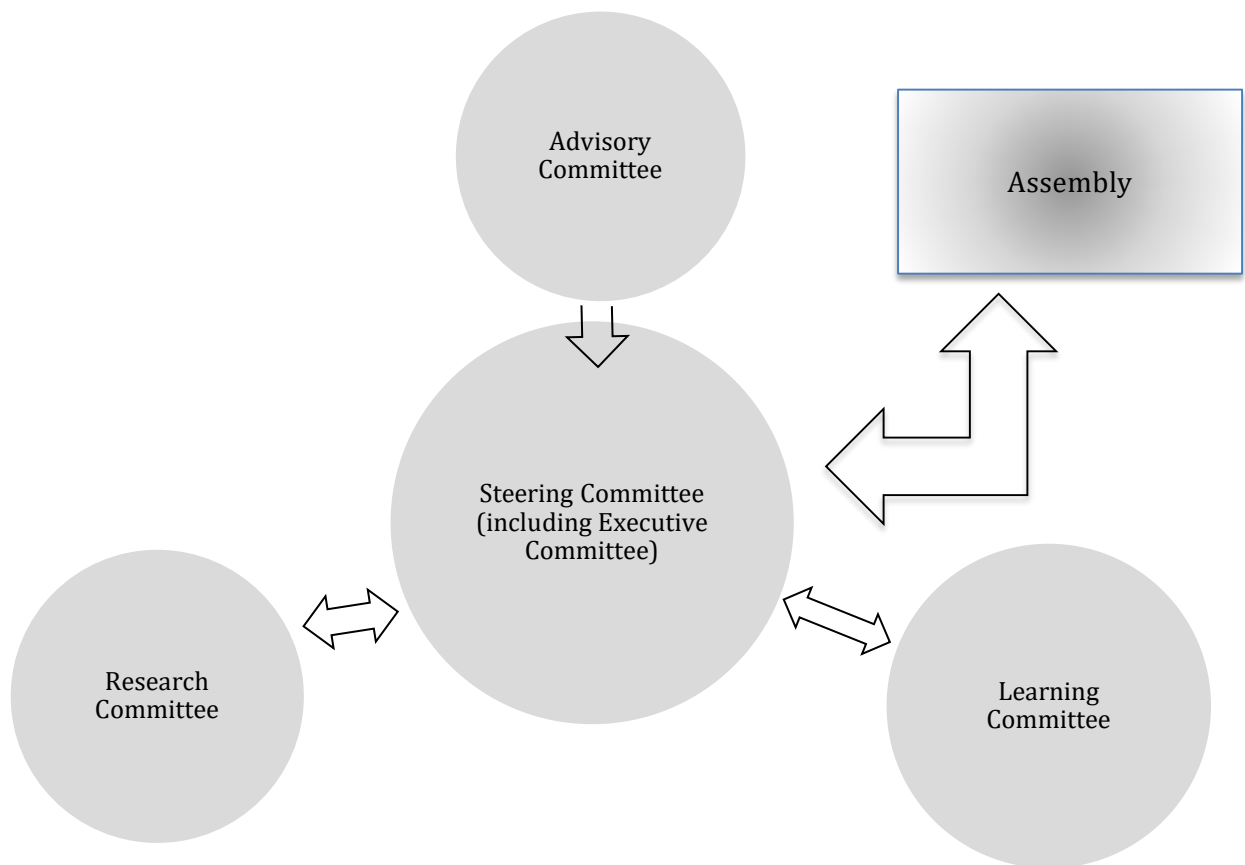
The work of the LRI is overseen by a strategic Steering Committee, which makes decisions in consultation with the advisory, research and learning committees.

The Assembly includes all regular members of the institute.

The Executive Committee includes the director and the Leads for each of the Strategic Axes.

Committees are further defined below.

Stakeholders include students, policy makers, members of civil society and members of the private sector. They advise the committees of the LRI on matters of interest related to these different groups and maintain ongoing relationships with contacts from external organizations.



I. OFFICERS

Director – institute

Appointment, evaluation and re-appointment of the Institute Director follows the guidelines set forth in the University of Ottawa document *Guidelines for the Creation and Operation of Research Centres and Institutes*.

The director of the LIFE Research Institute has the following responsibilities:

- a. Play a unifying role challenging members to rally around common, complex themes of public interest that address the three primary axes of the institute: live long, live well and live with choice and voice;
- b. Serve as intermediary between researchers and outside partners as well as between the LRI and the Office of the Vice President Research (OVPR) and the Faculties' leadership;
- c. Ensure that the vision and mission of the LRI permeate all activities and external relations;
- d. Establish, in collaboration with the Steering Committee, a strategic development plan that addresses the mission and vision of the institute;
- e. Chair the Steering Committee;
- f. Be responsible for the administration of the institute, hiring and supervision of the personnel;
- g. See to the application of rules and regulations;
- h. Oversee the organization of the annual meeting;
- i. Write and submit the annual reports to the Office of the Vice-President of Research (OVPR), in collaboration with the steering committee;
- j. Develops the budget;
- k. See that the Charter is upheld; and proposes modifications if warranted.

Lead - Strategic axis (3)

The Lead of a Strategic Axis (live long, live well, live with voice and choice) is a tenured professor at the University of Ottawa who is preferably in mid to late career. The Lead will oversee the planning of all activities for that axis in collaboration with the Assistant Lead and any standing or ad hoc committees required by the members. Since LRI members are not members of a specific axis per se but rather the LRI at large, Leads can call upon the breadth of members to be involved in committees or events, thereby fostering interdisciplinarity. The Lead is elected by the voting members of the Assembly.

Assistant Lead - Strategic axis (3)

The Assistant Lead is a member of the academic staff of the University of Ottawa who is preferably in early to mid career. This person works in collaboration with the Lead of the axis in all activities of relevance. Ideally, the Assistant Lead is not from the same faculty as the Lead. Assistant Leads are elected by the voting members of the assembly.

II. ASSEMBLY

The Assembly is made up of all regular members of the Institute. Regular members are principal or affiliated researchers (defined in Section III – Types of Members). In order to maintain membership, members must attend at least one Assembly meeting and have been involved in at least one other activity over the course of the two years.

All members, including students, postdoctoral fellows, partner members, and visiting scholars of the LRI, can attend the Assembly meetings but only regular members can vote. Quorum is 50% of regular members plus one. Decisions shall be taken by majority vote. Assembly meetings must be held at least once a year and are called by the director of the LRI. Exceptionally, a meeting can be called by the regular members if at least 2/3 of such members request it.

Responsibilities of the Assembly

- a. Ratify the recommendation for the nomination of the director;
- b. Approve the strategic directions of the institute;
- c. Ratify any modifications to the Charter;
- d. Approve the annual report.

III. COMMITTEES

1. Steering Committee

Role

The Steering Committee, with the Director of the LRI as its chair, sets the strategic goals and priorities for achieving and maintaining a competitive position on the national and international stage. The Steering Committee implements the strategic

plan and the mission and vision of the Institute. More specifically, its responsibilities are to:

- a. Seek, receive and examine proposals for activities with respect to how they align with objectives and guiding principles;
- b. Decide on successful proposals recommended by the research committee;
- c. Provide leadership and support for all community and international engagement activities;
- d. Stimulate exchanges amongst the different axes and decide on activities that foster collaboration across the institute;
- e. Receive reports and feedback from the advisory, research and learning committees and respond accordingly.

The executive of the Steering Committee is comprised of the director of the LRI and the Strategic Axis Leads. It serves the purpose of making rapid decisions when the Steering Committee cannot meet. All decisions, made by the executive, having a functional impact on the LRI, are brought to the Steering Committee and, when necessary, ratified.

Membership (12)

- a. The Director of the LRI who serves as chair;
- b. The Lead of each of the strategic axes (i.e., live long, live well, live with voice and choice) (3);
- c. The Assistant Lead of each of the strategic axes (3);
- d. Representative (usually the chair) of the Advisory Committee;
- e. Representative (usually the chair) of the Research Committee;
- f. Representative (usually the chair) of the Learning Committee;
- g. Graduate student representative registered at the University of Ottawa;
- h. Representative from Innovation Support Services or delegate (ex officio).

Frequency of meetings

Meetings are held every month or as needed.

2. Research Committee

Role

The Research Committee ensures that the research at the LRI is leading edge and of the highest quality. Its members are made up of all levels and areas of expertise, without distinction of their membership to other institutes or centres. More specifically, its members:

- a. Evaluate the research merit of proposals submitted for consideration to the institute. This includes evaluation of the unifying, interdisciplinary nature of the proposal and the relevance of the research lines of inquiry and projects to the uOttawa strategic plan and the mission and vision of the Institute. It also includes evaluation of proposals that are destined to external partnership contracts and agreement;
- b. Provide advice to the Steering Committee with regards to research direction, outcomes and dissemination;
- c. Transmit research committee's classification of proposals with constructive comments to the Steering Committee;
- d. Report to the Steering Committee.

Membership (9)

- a. Regular LRI members (principal or affiliated researchers) (7).
- b. A stakeholder representative which can be either a policy maker, a member of civil society or a member of the private sector (1).
- c. A student member registered in one of the affiliated doctoral programs at the University of Ottawa, working under the supervision of a regular LRI member (1).

Stakeholder membership may be increased, but at least 75% of the membership of the Research Committee must include regular LRI researchers.

Effort is to be made to obtain participation from as many partner faculties as possible and from each of the three Strategic Axes, with the understanding that there is representation of academics with various methods and data expertise (i.e. bench to psychosocial). There is also an effort made to balance language. Members of the Steering Committee cannot be part of the Research Committee,

with the exception of the Chair of the Research Committee who reports to the Steering Committee.

The seven regular LRI members are selected following a consultation process of the LRI membership. Final decisions are taken by the Steering Committee. Graduate students are recommended by participating graduate student associations and selected by the Steering Committee.

Frequency of meetings

The Research Committee meets every three months or as requested by its members.

Conflict of Interest

While all members are permitted to submit proposals, members of the Research Committee must adhere to the principles of conflict of interest and confidentiality for peer reviewers (e.g. <http://www.cihr-irsc.gc.ca/e/46378.html>).

3. Advisory Committee

Role

The Advisory Committee is a high-level committee that advises the LRI Steering Committee on matters pertaining to the strategic directions of the Institute. As members of the local, national and international community, these members are in an excellent position to offer both constructive advice on the Institute's proposed areas of strategic direction and research as well as to advise the LRI on promising new directions of inquiry that correspond to the mission and vision of the Institute. It is also designed to ensure ethical, financial and regulatory alignment of the Institute with the University of Ottawa and the current Charter.

Selected members are also asked to play an active role in facilitating liaison and connection to foster new or expand on existing partnerships and funding possibilities that fall within the mandate of the Institute. Responsibilities include:

- a. Ensure that the LRI initiatives are aligned with the defined strategic priorities of the University for both research and learning;
- b. Suggest possible enhancements and policies to the operation of the LRI;

- c. Consider feedback from the campus community and beyond regarding the LRI and make recommendations;
- d. Receive and review comments and suggestions from stakeholders and make recommendations;
- e. Make recommendations about strategies for funding and participate in fund raising activities for the LRI;
- f. Report to the Steering Committee.

Membership (11)

The Advisory Committee is composed of builders and high-level thinkers from local, national and international entities relevant to the Institute. The members are selected for their distinguished comprehensive knowledge of the areas that are relevant to the LRI. They have varied expertise considered useful in the progression of the Institute.

- a. VP, Research, University of Ottawa, or delegate;
- b. Director of the LRI, ex officio;
- c. Dean of Health Sciences;
- d. Two deans of University of Ottawa Faculties who are active partners in the LRI, or delegate;
- e. Two international research experts not part of the local community;
- f. A prominent community member representing the business community;
- g. A prominent community member representing the interests of civil society;
- h. A prominent community member representing the interests of policy makers;
- i. A representative of the regular members of the LRI.

Frequency of meetings

The Advisory Committee meets twice in the first year of operation and then annually thereafter.

4. Learning Committee

Role

The Learning Committee focuses on the acquisition of knowledge or skills related to life trajectories and aging. The LRI supports learning in all age groups and in all

sectors, including the population at large, through collaborations and innovative training and learning options. The committee's responsibilities are to:

- a. Liaise with collaborating graduate programs;
- b. Decide on Institute controlled scholarships and fellowships;
- c. Promote learning activities for stimulating interdisciplinary approaches to matters related to the mission of the LRI, including the possible creation of new academic programs;
- d. Design a program of workshops for students;
- e. Liaise with non-profit organizations and age-friendly initiatives;
- f. Liaise with industry for educational/training programs;
- g. Report to the Steering Committee.

Membership

The Learning Committee has 10 members. Effort is to be made to obtain participation from as many partner faculties of the University of Ottawa as possible. The composition of the committee will be created with the following guidelines in mind:

- a. Member of the office of the Vice-Provost, Graduate and Postdoctoral Studies;
- b. Representation from four of the participating faculties of which at least two include professional learning;
- c. Representation from the office of Professional Development on an as-needed basis to enhance lifelong learning objectives;
- d. Representation from the community who represents the needs of community, policy makers or private sector educational needs related to the mission and vision of the LRI;
- e. Two student/trainee members, one of which should be a uOttawa graduate student supervised by a current LRI academic member;
- f. The Director of the LRI (ex officio).

Members are selected following a consultation process of the LRI membership. Final decisions are taken by the Steering Committee. Graduate students are recommended by participating graduate student associations and selected by the Steering Committee.

Frequency of meetings

The Learning committee meets every three months or as requested by its members.

IV. TYPES OF MEMBERS

*Adapted from University of Ottawa document *Guidelines for the Creation and Operation of Research Centres and Institutes, Appendix B**

1. Principal Researchers

- Holds a regular faculty appointment at the University of Ottawa.
- Has evidence of research activity related to the thematic priorities of the LIFE Research Institute (LRI) such as:
 - Is a principal or co-investigator on at least one research grant related to the thematic priorities of the LRI;
 - Authors or co-authors academic research papers or monographs in an area of relevance to the LRI, the number of which may vary by the research discipline; presents or has presented (e.g. conference, symposium, seminar) in an area of relevance to the LRI;
- Contributes to the training of highly qualified colleagues, students and postdocs by teaching, supervising and mentoring;
- Contributes to committee work or LRI activities, including knowledge mobilization, either through the consultative process or through direct participation;
- Attends at least one assembly meeting within a two-year period;
- Renders the link with the LRI evident on all communications in line with LRI related activities;
- Accepts that their name be posted on the LRI website as a member of the Institute.

2. Affiliated Researcher

- Holds a regular or adjunct faculty appointment at a university in Canada or abroad.
- Is a co-investigator or active collaborator on research or learning activities within the LRI.
- Contributes to committee work or LRI activities, including knowledge mobilization, either through the consultative process or through direct participation;
- Attends at least one assembly meeting within a two-year period;
- Renders the link with the LRI evident on all communications in line with LRI related activities;
- Accepts that their name be posted on the LRI website as a member of

the Institute.

3. Visiting Researcher

- Holds a visiting faculty appointment.
- Has evidence of research activity related to the thematic priorities of the LIFE Research Institute (LRI) such as:
 - Is a principal or co-investigator on at least one research grant related to the thematic priorities of the LRI;
 - Authors or co-authors academic research papers in an area of relevance to the LRI, the number of which may vary by the research discipline; presents or has presented (e.g. conference, symposium, seminar) in an area of relevance to the LRI;
- Contributes to committee work or LRI activities, including knowledge mobilization, either through the consultative process or through direct participation;
- Renders the link with the LRI evident on all communications in line with LRI related activities;
- Accepts that their name be posted on the LRI website as a member of the Institute.

4. Postdoctoral Fellow

- Is a postgraduate researcher supervised by a principal researcher of the LRI.
- Contributes to committee work or LRI activities, including knowledge mobilization, either through the consultative process or through direct participation;
- Renders the link with the LRI evident on all communications in line with LRI related activities;
- Accepts that their name be posted on the LRI website as a member of the Institute.

5. Student (Undergraduate, Graduate)

- Is a student at the undergraduate or graduate level supervised by a principal researcher of the LRI.
- Contributes to committee work or LRI activities, including knowledge mobilization, either through the consultative process or through direct participation;
- Renders the link with the LRI evident on all communications in line with LRI related activities;
- Accepts that their name be posted on the LRI website as a member of the Institute.

6. Research Support Staff

- Supports the activities of the centre/institute in his/her capacity as research staff (e.g. research associate, research assistant, technician).
- Contributes to committee work or LRI activities, including knowledge mobilization, either through the consultative process or through direct participation;

7. Other Affiliated Members

- Is not a member of the research community but participates in the activities of the LRI. Such members may include non-researcher clinicians, decision makers, interested community members, individuals from the private sector.
- Donors
- Contributes to committee work or LRI activities, including knowledge mobilization, either through the consultative process or through direct participation;

8. Members representing groups

Individuals who represent a research institute, group or centre

- Individuals who represent not-for-profit organizations
- Individuals who represent industry groups
- Individuals who represent community or health organizations
- Contributes to committee work or LRI activities, including knowledge mobilization, either through the consultative process or through direct participation;