

August 25, 2025

To: Users of TRIUMF's Life Sciences Programs
TRIUMF Life Science Projects Evaluation Committee

SUBJECT: **CALL FOR SUBMISSIONS – TRIUMF LIFE SCIENCES PROJECTS EVALUATION COMMITTEE MEETING (LSPEC) – OCTOBER 2025**

The Life Sciences Division is now accepting submissions for LSPEC 2025. The next meeting of the TRIUMF Life Science Projects Evaluation Committee will take place on:

THURSDAY & FRIDAY, OCTOBER 23 & 24, 2025

At: TRIUMF Main Auditorium
4004 Wesbrook Mall, Vancouver, BC

The DEADLINE for submission of New Proposals and Progress Reports is:

Sunday, September 21, 2025
(23:59:59 – Vancouver time)

APPROVAL OF EXPERIMENTS FOR THE LIFE SCIENCES DIVISION:

The formal process to approve proposals in the Life Sciences Division is detailed in [TSOP-14 \(Document-24353\)](#). This document defines the process by which experiments are accepted, approved and carried out within the Life Sciences Division at TRIUMF. All requests for use of TRIUMF-Life Sciences resources must follow this TSOP.

While an internal TRIUMF committee reviews and approves Life Sciences experiments throughout the year, the LSPEC process is designed to establish our research and resource priorities while concomitantly obtaining international peer review of the overall scientific program.

The Life Sciences Projects Evaluation Committee ("Committee") will review all New Research Proposal and Progress Report ("experiments" or "projects") submissions on the [TRIUMF Experiments Database](#) prior to the LSPEC meeting. Spokespersons will present their experiments to the Committee at its annual two-day meeting held at TRIUMF. The Committee advises TRIUMF's management on the feasibility of each experiment, their priority within the Division, and the allocation of resources within a written report which is distributed as instructed by the committee's Ex-Officio or Secretary.

The LSPEC Terms of Reference summarize the purpose and mandate of the Committee. You can read the full Terms of Reference here: [Life Sciences Projects Evaluation Committee - Terms of Reference \(Document-185622\)](#).

The current members of the TRIUMF Life Science Projects Evaluation Committee are listed online at <https://triumf.ca/experimenter-portal/planning-experiments/#LSPEC>.

SUBMISSION PROCESS FOR NEW RESEARCH PROPOSALS & PROGRESS REPORTS:

For both New Research Proposals and Progress Reports, **it is important that all demands on TRIUMF's resources be clearly identified, including administrative support, where applicable.** In your submission under the "TRIUMF Support" section, it is important to indicate the level of peer-reviewed funding which has been received or for which application has been made. Where appropriate, information from reviews of the project by external committees or agencies would be helpful.

The New Research Proposals and Progress Reports will be forwarded to the designated reviewers for their comments. Spokespersons may receive relevant comments from the reviewers via email before the meeting. Therefore, it is important to include the spokespersons email address if you are enrolling new members in the "Members" section.

To submit your New Research Proposal or Progress Report to LSPEC for review, please follow the steps below. Note that steps 1 and 2 are only for New Research Proposals. If you are submitting a Progress Report, then go directly to step 3.

1. If you do **not** have a TRIUMF Login (TRIDENT account), which is required to access the [Spokespersons' Portal](#), then you must be registered as a visitor. To do so, you must follow these steps:
 - a. Contact the Life Sciences Division's office at lifesciences@triumf.ca and request a TRIUMF Login and provide the name of your TRIUMF contact person. We will complete an online visitor form for you.
 - b. Next, you will receive an email from mis@triumf.ca that will have your TRIDENT username for your TRIUMF identity and instructions you will need to complete to activate it.

Once you have completed the requirements to become a TRIUMF visitor, the Administrative Assistant will add you as an experimenter to the Experiments Database.

Please note that you will be granted Electronic Access Only. Your main point of contact will be either your TRIUMF host, supervisor, collaborator, or the Life Sciences Administrative Assistant.

2. If you have a New Research Proposal you will need to request an L number if you have not done so already. To request an L number, send an email to lifesciences@triumf.ca with the subject line: **Request an L number** and include the following:
 - a. The title of your experiment
 - b. The name(s) and email(s) of the spokesperson(s) for the experiment.

3. Only spokespersons will be able to submit and edit New Research Proposals and Progress Reports.
 - a. Login to the [Spokespersons' Portal](#) with your TRIDENT username and password.
 - i. If you cannot remember your TRIDENT password, you can reset it by visiting [TRIDENT Password Manager](#) then follow the prompts to either change or retrieve your password. Your username is your TRIDENT account.
 - b. Select the experiment(s) listed under your name that require(s) the Committee's review and create a new submission for each under **LSPEC meeting 202510L**.
 - c. Your submission will include the following:
 - i. Summary
 - ii. Members
 - iii. Isotopes & Radiotracers
 - iv. Detailed Statement (either for a New Research Proposal or a Progress Report)
 - v. TRIUMF Support
 - vi. Response To Committee (for Progress Reports only)
 - d. Complete each section as per the instructions provided in the Experiments Database. Incomplete submissions will be returned to the Spokesperson.
 - e. Any additional information (i.e. drawings, figures, tables, safety reports, etc.) you wish to include in your submission, can be uploaded under the Detailed Information section.
 - f. When your new proposal or progress report is complete you will need to go to the "Review for Submission" section and click "Submit Report to the LSPEC" (**you are able to edit your submission until the deadline, you will need to click the "Retract submission" button, then edit your new proposal or progress report, but please remember to hit submit when you are ready to submit**).

LSPEC PRESENTATION:

The Spokesperson or another member of the experiment's team will have to make a PowerPoint Presentation to the Committee using the PowerPoint template provided here: [LSPEC Slide Deck Template \(Document-131080\)](#).

A TRIUMF account is required to download this template. For off-site access, a VPN is required. Save the template in its original file format and follow the naming convention provided. Replace the # with your L number.

Presentations are ~8 to 12 minutes long. However, you will be assigned a specific time limit and time slot on the LSPEC agenda which will be issued closer to the meeting date. The slides for your presentation may be included with your submission or submitted at a later date, but they must be emailed to lifesciences@triumf.ca **at least 48 hours before the meeting starts (i.e. Monday, October 20, 2025, by 23:59:59 PDT)**. If you do not submit your presentation on or before this

deadline, then you will be responsible for bringing a USB thumb drive or flash drive of your presentation the day of the meeting and uploading it to the meeting room's computer during one of the coffee breaks or lunch break.

All material associated with LSPEC submissions are now stored on a private section of the Experiments Database. The committee members and select members of TRIUMF's Life Sciences Division are the only people that have access to the LSPEC submissions. Experimenters are only able to view their submissions for which they are Spokespersons. Spokespersons should be aware that while their material is protected online, the oral presentations at TRIUMF are open to the general public unless they have an NDA, then they are presented in a closed-meeting to the Committee.

SUMMARY OF KEY DATES:

Call for Submissions Open: August 25, 2025

Call for Submissions Close: September 21, 2025 at 23:59:59 – Vancouver time

Presentation Submissions Close: October 20, 2025 at 23:59:59 – Vancouver time

ADDITIONAL INFORMATION:

Additional information provided at the links below:

Planning Experiments:

- Internal website: <https://internal.triumf.ca/research-program/planning-experiments>
- Public website: <https://triumf.ca/experimenter-portal/planning-experiments/>

About EEC & LSPEC Committees:

- Internal website: <https://internal.triumf.ca/research-program/planning-experiments/experiment-approval/life-science-projects-lspec>
- Public website: <https://triumf.ca/experimenter-portal/planning-experiments/#LSPEC>

Call for Submissions & Agendas:

- Internal website: <https://internal.triumf.ca/research-program/planning-experiments/experiment-approval/call-for-submissions-agendas>

Any questions should be directed to Gloria Botelho via email to lifesciences@triumf.ca or by telephone at 604-222-7669.