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Research at NOSM

Introduction

This document provides a general overview of Research policies and practices at the Northern Ontario School of Medicine. NOSM is unique in that some aspects of research are governed internally by the Research Office and some are governed by Lakehead and Laurentian University. This can be confusing, especially to those new to research and/or NOSM. This is why we suggest that you contact our office research@nosm.ca and one of our Research Coordinators would be happy to meet with you and discuss your research plans. Please note that policies and procedures are subject to change and while we will do our best to keep this document updated, it is always best to look online ([SharePoint](#) for NOSM) to see the latest versions.

NOSM Research Office Structure and Personnel

The Research Office administers and assists with many of the research activities of NOSM faculty. We have coordinators at each campus who look after the labs and research administration. All relevant documents (policies, procedures, forms etc.) are found on the NOSM Research [SharePoint](#) site which is labelled **Intranet** on the NOSM homepage. Our general email is research@nosm.ca and if you would like to contact individuals within the office, please visit our contacts page on [our website](#) or on [SharePoint](#) or see below.

Positions in the Research Office

Associate Dean, Research, Innovation and International Relations (RIIR)

The Associate Dean, RIIR is responsible to ensure sufficient supports and guidance for all aspects of planning, development, implementation and continuous quality improvement of NOSM research strategy, graduate studies, and compatibility with the NOSM social accountability mandate, vision, mission, values and academic principles. In addition, the Associate Dean RIIR oversees the NOSM Health Sciences Library, Assistant Dean Research, Assistant Dean Graduate Studies, the Research Office and associated staff. The Associate Dean, Research, Innovation and International Relations will oversee the development of new areas.

David Marsh

Associate Dean, Research, Innovation and International Relations
Northern Ontario School of Medicine
(705) 662-7200
dmarsh@nosm.ca

Assistant Dean, Research

Under the direction of the Associate Dean, Research, Innovation and International Relations, the Assistant Dean, Research, is responsible for aspects of planning, development, and implementation of a research strategy compatible with the NOSM Strategic Plan. The Assistant Dean, Research oversees research laboratory space (wet and dry labs) on both the Lakehead and Laurentian campuses.

T.C Tai

Assistant Dean, Research
(705) 662-7239
ttai@nosm.ca

Director, Research and Health Sciences Library

Reporting to the Associate Dean, Research, the Director of Research and Health Sciences Library is responsible for providing leadership and direction, through planning, development, promotion, implementation, assessment and evaluation, to the Research Office, Graduate Studies and the Health Sciences Library. The Director oversees staffing, budgets, strategic and operational priorities in addition to having responsibilities for regular day-to-day operations for all units of the Research Portfolio.

Patty Fink

Director, Research and Health Sciences Library

(705) 662-7236

pfink@nosm.ca

Research Office Coordinators

Reporting to the Director, Research and Health Sciences Library, the Research Coordinators works with members of the Research Portfolio to provide support and services to NOSM researchers and liaises with other stakeholders to ensure proper coordination of research support. The Research Coordinators can be reached at:

Lyne Morvan

Research Coordinator at the Laurentian Campus

705-662-7218

705-562-9364

lmorvan@nosm.ca

Ghislaine Attema

Research Coordinator at the Lakehead Campus

807-766-7509

807-251-3118

ghislaine.attema@nosm.ca

Research Laboratory Coordinators

Reporting to the Director, Research and Health Sciences Library, and indirectly to the Assistant Dean, Research, the Research Laboratory Coordinators works with members of the Research Portfolio to provide support and services to NOSM laboratory researchers and liaises with other stakeholders to ensure proper coordination of both the wet and dry Labs at NOSM.

Natalie Lefort

Research Laboratory Coordinator at the Laurentian Campus

705-662-7288

nlefort@nosm.ca

Pam Tallon

Research Laboratory Coordinator at the Lakehead Campus

807-766-7367

ptallon@nosm.ca

Administrative Assistant

The Administrative Assistant supports all NOSM research programs, staff and committees.

Linda Liboiron-Grenier

Administrative Assistant, Research Office

705-662-7207

lloboirongrenier@nosm.ca

NOSM Research Office Committees and Groups

Research Committee

The Research Committee is a standing committee of Academic Council and as such reviews the development of research programs on behalf of the Academic Council in a manner that encompasses the NOSM Academic Principles embodied in the Strategic Directions and Mission of the School. The Committee provides advice to the Associate Dean, Research, Innovation and International Relations, on matters relating to research programs and policy at the Northern Ontario School of Medicine. The committee receives reports from the Associate Dean RIIR, as well as the Division Heads on topics related to research in each Division. Additionally, the Research Committee reviews and develop research policies, recommends directions, reviews and develops strategies to foster and support research at NOSM, including internal research incentive grants and research training. The committee also monitors and reviews the Research Committee terms of reference and provides Academic Council with recommended changes as appropriate in addition to making recommendations for changing or developing broader academic policies relevant to research.

Wet Lab Users' Group

The purpose of the Users' Group is to consult and discuss normal laboratory operations and plan for future needs. The Users' Group will then provide recommendation(s) to the Associate Dean, Research, Innovation and International Relations.

Research Awards Committee

The Research Awards Committee promotes the overall research goals of NOSM through the development and distribution of internal awards and prizes generated, or received, by the School for research purposes. These will enhance the research capacity, facilitate successful external grant applications and increase the scholarly productivity of NOSM researchers.

Lakehead and Laurentian University

Schedule D

Because NOSM is governed in part by Lakehead and Laurentian University, there are certain grants that must be held at the universities and some that can be held internally at NOSM. This is governed by [Schedule D of the Relationship Agreement](#). [Schedule D](#) outlines which types of grants can be administered where, and provides an overview of services and functions for research at NOSM, Lakehead and Laurentian.

Lakehead

Lakehead University Forms (animal care, biosafety, human ethics etc.) can be found at <https://www.lakeheadu.ca/research-and-innovation/forms>. Please note that Lakehead University will accept the NOSM [Research Approval Form](#) in lieu of their own form.

When applying for Tri-council funding opportunities and other national funding opportunities (see [Schedule D](#) for specifics), applications need to come first to the NOSM Research Office and then to the Lakehead University Research Office. Please use the NOSM [Research Approval Form](#), and send the completed form along with the proposal to research@nosm.ca. We will facilitate the signing of the proposal from the appropriate Division Head and the Associate Dean, Research, Innovation and International Relations. Once the NOSM Research Approval Form has been signed, please forward the application to the Office of Research at Lakehead University. Based on the type of application, they are routed to the following people:

SSHRC and related research applications: @ sshrc.research@lakeheadu.ca

NSERC, CIHR and related research applications: @ nserc.research@lakeheadu.ca

CFI and institutional related research applications: @ andrew.hacquoil@lakeheadu.ca

Corresponding policies and procedures for Lakehead University can be found at

<https://www.lakeheadu.ca/research-and-innovation/policies>

Lakehead University uses the ROMEIO Research Portal for Research Ethics, Animal Care and Biosafety. To use the ROMEIO portal, you will need to register yourself first. The portal and corresponding information can be found at <https://www.lakeheadu.ca/research-and-innovation/research-services/resources/romeio>

Lakehead also has a [handbook for new faculty](#) which provides detailed information on the services provided by their Office of Research.

Laurentian

When applying for Tri-council funding opportunities and other national funding opportunities (see [Schedule D](#) for specifics), applications need to come first to the NOSM Research Office and then submitted through the Laurentian University [ROMEIO](#) system. Please use the NOSM [Research Approval Form](#), and send the completed form along with the proposal to research@nosm.ca. We will facilitate the signing of the proposal from the appropriate Division Head and the Associate Dean, Research, Innovation and International Relations. Once the NOSM Research Approval Form has been signed, please forward the application to the Office of Research at Laurentian University.

Laurentian Resources

<https://laurentian.ca/research/resources>

NOSM researchers are set up on Laurentian's systems so they can access their account information via WebAdvisor. With that same login they can also access the intranet which has additional resources regarding each department's policies and procedures.

Laurentian University Office of Research Contact Information:

Dr. Daniel Archambault

Director

Parker Building, L-607

Email: darchambault@laurentian.ca

Phone: 705-675-1151 (3446)

Daniel is responsible for overseeing all activities of the office. He is also responsible for the Canada Research Chairs portfolio and applications to the Canada Foundation for Innovation and the Ontario Research Fund.

Dr. Sean Parsons

Research Advisor

Parker Building, L-613

Phone: 705-675-1151 (3406)

Email: sa_parsons@laurentian.ca

Sean's responsibilities include pre-award assessment and development in the natural sciences, health sciences, and engineering; assisting researchers in finding potential sources of funding.

Stephanie Harris

(On Leave) Please contact Lise Carrière

Post-Award and Ethics Officer

Lead ROMEO Administrator

Parker Building, L-619

Phone: 705-675-1151 (3681)

Email: sharris2@laurentian.ca

As the Post-Award and Ethics Officer, Stephanie's main responsibilities are to work with the research team and serve as the office of record for all awards and ethics certifications made to researchers. She is responsible for preparing funding reports on funding received and manages recordings of information in databases and other records. She also monitors and facilitates compliance for all ethics and awards regulations and requirements. She assists investigators and project personnel throughout the duration of their award with their obligations under the terms and conditions of the awards. Stephanie serves as the university's ex-officio representative on the Research Ethics Boards and the Animal Care Committee. Finally, she is the lead administrator for the ROMEO database.

Lise Carrière

Post-Award and Ethics Officer

Lead ROMEO Administrator

Parker Building, L611

Phone: 705-675-1151 (2429)

Email: lncarriere@laurentian.ca

As part of the post-award team, Lise serves as the office of record for all awards and ethics certifications made to researchers.

Andrée Noiseux

Research Productivity Officer

Parker Building, L-617

Phone: 705-675-1151 (2423)

Email: aj_noiseux@laurentian.ca

Andrée has experience in grant proposal writing, project coordination, program evaluation and student mobility pathways.

Casey Sigurdson

Administrative Assistant

Parker Building, L-607

Phone: 705-675-1151

Email: csigurdson@laurentian.ca

As the administrative assistant for the Office of Research Services Casey provides administrative support to the Director, the Research Activities Managers, the University veterinarian, the Post-Award Officer and the Research Contracts Officer. She also serves as recording secretary on the Research Ethics Board, the Animal Care Committee and the Research, Development and Creativity Council.

Hiring Research Personnel at NOSM

NOSM Research Personnel

Depending on the type of funding, personal preference and other requirements, NOSM faculty hire research assistants internally (through NOSM payroll), through the two universities (using their systems) or sometimes through a research centre or academic health science centre. Because there is such variability, we suggest that when you are planning to hire, to please contact [our office](#) and we would be happy to offer suggestions and give you the correct contacts.

Research students and postdocs are usually hired through the two universities, although postdocs can be hired through NOSM.

Grant Administration at NOSM

NOSM has resources for finding information on grants. We have a [SharePoint site](#) with grant information. We also have a bi-weekly [Research Newsletter](#) which highlights grants and awards. Additionally, the two universities also have listservs which go out to all who have subscribed to them. For Lakehead please contact Andrew Hacquoil at andrew.hacquoil@lakeheadu.ca. For Laurentian please contact Casey Sigurdson at csigurdson@laurentian.ca

NOSM has resources for assisting with grant writing. The Research Coordinators [Lyne Morvan](#) and [Ghislaine Attema](#) are happy to help.

Library Services at NOSM

Literature Search Services

Search Assistance Services are available, at no cost, to Northern Ontario School of Medicine (NOSM) faculty, learners, and staff. However, it is expected that learners perform searches themselves for any curriculum related assignments; librarians can provide advice on search strategies, assistance with terminology, and guidance to/instruction on appropriate databases.

We also offer fee for service literature searches to non-affiliates of NOSM. Please note, literature search services offered to non-affiliates of NOSM do not include searches for systematic reviews, meta-analyses, scoping reviews, or any of the other more complex/comprehensive search types.

Literature Search Services

Upon receiving a literature search request, a librarian will search related online databases, and provide a list of results to NOSM users, based on a given topic.

What to expect:

- A brief consultation will occur (usually via email) once the topic is received. The librarian will clarify search particulars and provide an approximate timeline for completion.
- The librarian will utilize their expertise to search related databases for the given topic.
- The librarian will provide a list of references including authors, titles, journal sources, and if available, abstracts. The results do not include full articles. Results will be sent electronically via a RefWorks shared folder unless otherwise requested.

Please note that it is not the responsibility of the librarian to select the most appropriate articles from the list of results.

How to request a literature search:

Please use our [web request form](#). A Librarian will follow-up within 48 hours, excluding weekends and holidays. If this does not occur, please contact askthelibrary@nosm.ca for further assistance.

Systematic Reviews or Meta-Analyses

A systematic review attempts to collate all empirical evidence that fits pre-specified eligibility criteria in order to answer a specific research question.

In addition to performing the literature search necessary for this type of research, systematic review, or meta-analysis collaboration with a librarian may also include:

- Help defining the research question;
- Recommending keyword and/or controlled vocabulary for inclusion in research protocol;
- Ability to target specific databases and other resources to be searched;
- Performing search updates in selected databases

The librarian will write the literature search methodology section for the submitted manuscript, maintain records of search results, and follow-up with alerts and updates as needed.

Librarians are co-authors on systematic review collaborations.

For all systematic review, meta-analysis or scoping review requests please book a research consultation with a librarian: <https://www.nosm.ca/library/book-a-librarian/>

Research and Scholarly Communication

The Library is committed to actively supporting Northern Ontario School of Medicine (NOSM) faculty, learners, and staff in performing outstanding research.

The Library can provide assistance in the following areas:

- Research Consultations
- Scholarly Publishing Support Service
- Tracking and Assessing Research Impact Service
- Copyright
- Open Access

To learn more about these services please email askthelibrary@nosm.ca

Policies, Procedures, and Forms

All policies, procedures, and forms can be found on the [Research Office SharePoint](#) site. These documents are reviewed and updated annually by the appropriate governing committee. Questions about a program's policies, procedures, and forms should be directed to research@nosm.ca.

Research Labs at NOSM

The Northern Ontario School of Medicine (NOSM) maintains state-of-the-art biomedical research facilities at multiple sites in Northern Ontario. These facilities are designed to serve the needs of investigators living across the region, consistent with our fully distributed academic institution.

Highlights of our infrastructure include two multi-purpose biomedical research facilities associated with each main campus, as well as dry lab facilities for research in many science disciplines. NOSM scientists also work in a host of clinical sites across the region addressing the clinical issues that impact our residents, with multi-discipline collaboration as a key theme.

For specific research facilities information, contact: research@nosm.ca

Resources: NOSM, Lakehead, Laurentian

Research Office at NOSM

[Resources for Researchers](#)

Research Office at Lakehead

[Resources for Researchers](#)

Research Office at Laurentian

[Resources for Researchers](#)

Additional Links

Other additional information – hiring on grants, TCPS2, RCR, CIHR/NSERC/SSHRC

Responsible Conduct in Research

<https://rcr.ethics.gc.ca/eng/framework-cadre.html>

https://rcr.ethics.gc.ca/eng/documents/Framework2016-CadreReference2016_eng.pdf

CIHR

<https://cihr-irsc.gc.ca/e/193.html>

List of Funding Opportunities for CIHR

<https://www.researchnet->

[recherchenet.ca/rnr16/search.do?fodAgency=CIHR&fodLanguage=E&view=currentOpps](https://www.researchnet-recherchenet.ca/rnr16/search.do?fodAgency=CIHR&fodLanguage=E&view=currentOpps)

SSHRC

<https://www.sshrc-crsh.gc.ca/home-accueil-eng.aspx>

List of Funding Opportunities for SSHRC

<https://www.sshrc-crsh.gc.ca/funding-financement/index-eng.aspx>

NSERC

https://www.nserc-crsng.gc.ca/index_eng.asp