

# N SERC MRS Supported Technical Teams Management Agreement

September 2022

## Parties in agreement

Jean-François Arguin - Université de Montréal - Montréal MRS manager

Miriam Diamond - University of Toronto

Kevin Graham - Carleton University - Carleton MRS manager

Garth Huber - University of Regina - CINP director

Blair Jamieson - University of Winnipeg - Winnipeg MRS manager

Claude Leroy - Université de Montréal

Jean-Pierre Martin - Université de Montréal

James Pinfold - University of Alberta - UofA MRS manager

Randall Sobie - University of Victoria, MRS manager

Fabrice Retiere - TRIUMF

Alan Robinson - Université de Montréal

Mike Roney - University of Victoria - IPP director

## Introduction

The Natural Sciences and Engineering Research Council provides funding of technical personnel through the Subatomic Physics Major Resources Support program. The aim of the program is “to facilitate the effective access by Canadian academic researchers, working in the field of subatomic physics, to major and unique national or international (based in Canada) experimental or thematic research resources, by financially assisting these resources to remain in a state of readiness for researchers to use. SAP-MRS grants are not intended to support resources that are standard in a discipline or commonly available in Canadian universities. The SAP-MRS program also aims to facilitate access by Canadian academic subatomic researchers, who come together as national consortia, to major international resources located outside Canada, the equivalent of which is not available in Canada.”

Several universities across Canada are operating MRS-supported resources for the design, development, construction, and installation of detector components and these resources have proven crucial to the success of many Canadian and international SAP projects. This agreement establishes a pan-Canadian advisory and coordination system to facilitate equitable access to these resources by all Canadian SAP researchers. These resources are critical to ongoing and future Canadian SAP research and participation in world-leading national and international projects and facilities.

This agreement describes the composition and roles of the Coordination Board. It is an agreement between the Principal Investigators of the MRS grants at the following universities and associated stakeholders:

- University of Alberta
- Carleton University
- University of Montreal
- University of Victoria
- University of Winnipeg
- The Institute of Particle Physics
- The Canadian Institute for Nuclear Physics

The Board will work with other Canadian institutions that provide similar resources, such as TRIUMF, to ensure the optimal use of the resources across Canada,

## Funding

The institutes currently hosting MRS resources have applied individually to NSERC for MRS funding. In some cases, the applications have included the PIs from the other universities as co-applicants from a number of institutes and across the country, but the principal investigators have been associated with the institute(s) hosting the supported resources. In future, the individual institutes will continue to be responsible for applying to NSERC for MRS funding and subsequent administration of the grant funds.

In some cases, technical personnel might be partially funded through MRS funds and partially funded through other sources. From a formal standpoint, the Coordination Board will only have a coordination role on the FTE fractions supported by MRS funds.

## Coordination Board Makeup and Role

The Coordination Board will consist of the NSERC MRS funded Principal investigators, the CINF and IPP Directors, or their delegates, a member representing the TRIUMF Science Technology Department, and two members-at-large rotating every 2 years. The members-at-large will be selected by the Board to ensure that its composition reflects the diversity of the Canadian SAP community based on their research projects, seniority, and institution. Appendix A shows an example of such a survey. The Board will then seek members at large addressing its diversity gaps, also considering societal diversity gaps.

A Board Chair and a Board Secretary will be nominated and approved by majority vote of the Board members. The Board will meet three times per year to review the status of the resource usage and provide guidance to the MRS managers. The managers will provide written summaries of their team's contributions for the preceding four months and projections for the upcoming four months. The Secretary will record minutes of these meetings. The Board will call additional meetings as needed.

The Coordination Board will promote equity, diversity, and inclusion in the allocation of the resources to the full Canadian SAP community, accounting for biases in geographical access, social access, availability of local resources, institutional privilege, and cultural identity. In practice, the Coordination Board will fulfill the following purposes:

1. The Board is responsible for advertising the MRS resources to the community. This effort will include maintenance of MRS resource information on the institute, IPP, and CINP web pages, yearly reports during the IPP and CINP AGMs, and periodic emails to the community through IPP and CINP;
2. The Board is responsible for reviewing all requests for MRS support;
3. The Board is responsible for allocating resources to projects. The resource allocation process guidelines are discussed in the next section;
4. The Board will liaise with other institutions to coordinate the usage of resources that provide similar support to the SAP community;
5. The Board will strive to ensure that the MRS resources technical expertise meets the needs of the SAP community.

## Project and task allocation guidelines

The board is committed to a fair and inclusive resource allocation process. All research consistent with the NSERC SAP definition is eligible to receive support. In instances when resources available are not sufficient to meet all requests, the Board will award resources based on the following guiding principles:

- Consensus-based decisions with the requirement that the local host representative agrees with resources assigned to their host site.
- Match the most appropriate resource to the project/task requirements based on technical capabilities;
- Accountability and transparency
  - Review all resource allocations every 4 months;
  - Ensure the equitable sharing of the resources among projects requesting support with review of the resource allocation every 4 months;
  - Resource usage for the period ending will be disclosed to the SAP community following the review;
- Ensure balanced access;
  - Ensure support for smaller-scale projects as well as larger projects;
  - Strive to support for the maintenance of completed MRS projects;
  - The Resources are accessible to members of the subatomic physics community beyond the host institutions, and beyond a single project or group of collaborators. The Board will mitigate any implicit access disadvantages of projects/tasks pursued at a different institution as the resource requested;
- Account for resources available at other institutions;
  - Consider resources available within TRIUMF Science Technology Department;

- Consider the ability of the project to hire resources within their own funds, CFI in particular;

## Equity, diversity and inclusion

The vision, mission, and resource request evaluation criteria outlined in this document in addition to [unconscious bias training](#) for all board members are designed to ensure our biases are explicitly identified so that they may be addressed. Diversity in the board's composition, through at-large member appointments and the choice of designates, will provide a means to weigh identified biases within a body representative of the entire Canadian SAP community. Annual evaluation and reporting of our EDI efforts will enable ongoing improvements to the functioning of the board.

While the management of resources at individual institutions is the responsibility of those institutions, this board will provide a forum allowing the transfer of expertise in EDI practices and their evaluation. This will serve to promote EDI through hiring practices, training opportunities, inclusive culture, and accommodation in the working environment. In addition, the coordination of resources provided by this board will provide more flexibility to accommodate the needs of both the MRS program and MRS funded employees across the country.

## Appendix A - Board composition in June 2022

Name	Position	Institution	Research topic	Title
Jean-François Arguin	UdeM rep.	U. de Montreal	ATLAS	Professeur agrégé
Miriam Diamond	At large	U. of Toronto	SuperCDMS, MATHUSLA	Assistant Professor
Kevin Graham	Carleton rep.	Carleton U.	ATLAS	Professor
Garth Huber	CINP dir.	U. Regina	Hadron structure	Professor
Blair Jamieson	Winnipeg rep.	U. Winnipeg	T2K, HK, UCN	Associate Professor
Rituparna Kanungo	At large	Ste Mary's U.	Low E nucl. phys.	Professor
Jim Pinfold	Alberta rep.	U. of Alberta	ATLAS, MOEDAL	Professor
Fabrice Retiere	TRIUMF rep.	TRIUMF	nEXO, DarkSide, ARGO	Senior Research Scientist
Mike Roney	IPP dir.	UVic	BELLE II	Professor
Randall Sobie	UVic rep.	UVic	BELLE II, ATLAS	IPP Principal RS