

**DIABETES ACTION CANADA (DAC)**  
**SCIENTIFIC ADVISORY COMMITTEE**  
**TERMS OF REFERENCE**  
for the  
**NATIONAL DIABETES RESPOSITORY**

Subject	SACTOR	SOP#	SACTOR002.1
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## 1. GENERAL INFORMATION

Diabetes Action Canada is a national chronic disease network funded through the Strategy for Patient-Oriented Research (SPOR). The National Diabetes Repository (NDR) contains de-identified, record-level, health-related data. This data is stored in a secure environment at the Centre for Advanced Computing at Queen’s University. Projects that have not received a peer-review (eg. CIHR) will be reviewed by the Scientific Advisory Committee (SAC). The SAC will review the projects for scientific merit and sound methodology. Diabetes Action Canada has oversight over the use of the data through a robust Research Governing Committee (RGC) which is comprised of 50% patients.

## 2. SCOPE

This document is intended to outline the Terms of Reference (TOR) for all DAC staff and members of the Scientific Advisory Committee.

## 3. COMMITTEE FOCUS

The principle focus of the SAC is to provide advice on applications requesting access to the NDR on the merit and quality of research being proposed. Decisions-making will be a transparent process.

## 4. MEMBERSHIP

The Scientific Advisory Committee will be composed of:

- Canadian health service and advanced analytic researchers
- Members will be appointed by the Repository Sr. Project Manager through consultation with Diabetes Action Canada Executive
- The term is limited to 1 year with the year over year renewals
- The position is voluntary, SAC members can decline the appointment and can notify their intentions of leaving the committee.

SAC members and representatives are required to demonstrate sound ability to provide scientific assessments.

## 5. ROLE

- Provide independent review, expert advice and scrutiny on research projects that have been proposed to the NDR.
- Review and comment on proposed scientific protocols – paying attention to the objectives and methods. The objectives of the project must be targeted to transform and/or enrich the lives of patients living with diabetes. This includes preventing complications, transforming diabetes care, improving outcomes and quality of life)
- As appropriate, SAC members may be invited to participate in Diabetes Action Canada meetings.

## 6. REVIEW PROCESS

STEP 1: SAC members will be emailed a project review package containing the application and protocol submitted. If credible review (CIHR) has been completed, the SAC will not need to review.

STEP 3: The researcher will be updated on the scientific assessment by the SAC, if any concerns are raised, the researcher will be requested address them prior to the project moving any further.

STEP 4: Once all SAC concerns have been satisfied, the application will proceed to the RGC.

The SAC will maintain confidentiality as required in the deliberation process for projects.

## 7. CONFLICT OF INTEREST

All members must declare all potential conflicts of interest. The Repository Manager will advise if a member is to refrain from participating in any discussion or decision-making process. Any conflict of interest will be documented.

## 8. CURRENT MEMBERS

- Rose Yeung - Alberta
- Brigitte Vachon - Quebec
- Tara Kiran - Ontario
- Ervin Sejdic - Ontario