



CCNA Women, Gender, Sex, and Dementia Cross-Cutting Program

Principles and Procedures

**Approved by the CCNA Research Executive Committee
(April 23, 2015)***

The following Principles and Procedures are in place in order to integrate sex and gender across the CCNA.

A – PRINCIPLES

- A1 The plans of all themes, teams and crosscutting programs should endeavor to consider whether and how sex and/or gender are relevant to their work and affect their findings.
- A2 All CCNA platforms should endeavour to collect information in such a way as to allow an exploration of the role of sex and/or gender on neurodegeneration in aging.
- A3 Individual CCNA investigators are expected to report on their plans for ensuring sex and/or gender balance in all projects unless this is not warranted based on rigorously defined exceptions.
- A4 In order to contribute to knowledge about sex differences in general and at early phases of drug discovery, preclinical animal studies will be conducted on both male and female animals unless this is not warranted based on rigorously defined exceptions.
- A5 In line with CIHR and/or NIH requirements, all teams are expected to report on the sex of their cell line(s), experimental animal(s) or participants(s) in any CCNA publication.
- A6 Based on the availability of funds, internal scientific review, and feasibility, interested CCNA platforms and teams will receive additional funds that will allow them to address the impact of sex and/or gender on their research work.

B – PROCEDURES

- B1 Work of the members of the WGSD Program

- a. Develop proposals to examine sex and gender issues and develop hypotheses across the CCNA platforms and teams as well as be responsible for ensuring the data are collected, analyzed, and published;
- b. Provide leadership and guidance as appropriate to CCNA teams on methods and measures in sex and/or gender research;
- c. Provide leadership and guidance as appropriate to CCNA platforms on what data need to be collected in order to address the impact of sex and/or gender;
 - i. Call upon outside experts to advise on incorporation of sex/gender in areas in which members of the WGSD program are not expert and aid in review of proposals requesting extra funding for inclusion of sex and/or gender in studies as funds are available.
- d. Encourage all existing teams to consider sex and/or gender:
 - i. Discuss inclusion with theme leaders to determine opportunities;
 - ii. Communicate with each team lead; and
 - iii. Discuss specific projects with selected members of teams
- e. Provide WGSD representation on all relevant committees;
- f. Encourage and collaborate on secondary analyses on sex and/or gender differences in data collected where appropriate; and
- g. Examine fundamental aspects of sex, gender and dementia and conduct literature reviews in these areas.

B2 WGSD guidance to cross-cutting programs, platforms and CCNA themes and teams

- a. Training Program: Advise on developing a sex/gender module for the training program and assist on the interpretation of outcome data being collected on supported trainees;
- b. Biosamples Platform: Encourage collection of samples for assaying hormones and sex-specific biomarkers where scientifically relevant;
- c. Imaging Platform: Advise on imaging and measurement methods for brain regions known to have sex differences;
- d. Publications and Policy Committee: Formulate policy requiring all CCNA publications to state whether or not they studied the influence of sex and/or gender, and if not, why;
- e. Clinical Cohort Platform: Ensure that data collection reflects sex and gender neurodegeneration in aging research questions; and
- f. Brainbanking Platform.

B3 WGSD Approach to Teams and Platforms

All theme, team and platform leaders will be contacted, in order to determine: (a) what data the teams need to have collected by the platforms to facilitate their ability to report on sex and gender differences; and (b) which teams would like to work with the WGSD to include sex and gender in their research. Questions to be asked include:

- a. What sex/gender measures teams believe should be added to the data collection of each of the platforms to enhance their inclusion of sex and gender;
- b. Whether teams would be interested in including a sex and/or gender analysis in projects already underway;

- c. Whether teams would be interested in developing additional approaches to their projects in order to incorporate sex/gender in their conceptualization; and
 - d. How the WGSD platform can be of help in facilitating teams' incorporation of sex and gender their research.
- B4 Procedures for determining how funds obtained for incorporating sex/gender into the design of experiments/studies, data collection and/or analysis into ongoing or new research projects will be allocated.
- a. Cross-cutting programs and teams will prepare a proposal of how additional funds would be used to include sex and gender;
 - h. Proposal will be reviewed by WGSD, CCNA PI, and appropriate external experts, with feedback sent to teams; and,
 - i. Monies will be allocated based on the review of the proposal and availability of funds, subject to regular updates on progress.
- B5 Call upon arms' length experts to review proposals for additional funds when and where appropriate.