Roles and Responsibilities of CCNA Theme Leaders

INTRODUCTION

The Canadian Consortium on Neurodegeneration in Aging (CCNA) is a national network that conducts and supports research on dementia.

- *CCNA membership*: CCNA works to integrate multiple approaches to dementia research; CCNA membership is open to researchers (including research staff), trainees, and community members across disciplines. Individuals can apply to be CCNA members irrespective of whether they are part of a CCNA research team.
- *CCNA investigators and teams*: In CCNA Phase III (2024-2029), research is conducted by 16 national teams and is supported by platforms and programs through the Dementia Research Support Hub (see: https://ccna-ccnv.ca/phase-3-research/). CCNA Teams are organized around a specific research topic, whereby the projects are led by Principal Investigator(s) and conducted by CCNA investigators, trainees, and others with interest and expertise in this area (e.g., people with lived experience). Each CCNA Team is aligned with one of three distinct Themes: 1) Prevention, 2) Treatment, or 3) Quality of Life.

APPOINTMENT

One to two Theme Leaders lead each of the three CCNA Themes. Theme Leaders are appointed by CCNA's Research Executive Committee, with consideration given to diversity (e.g., career stage). The appointment of a Theme Leader is for a fixed term and renewable based on mutual interest and willingness, but the appointment is presumed to span the duration of the current funded phase of CCNA (2024-2029). For more information, please refer to CCNA's Appointment to Leadership Positions Policy.

ELIGIBILITY

Theme Leaders must be: registered CCNA members (see: https://ccna-ccnv.ca/become-a-ccna-member/); independent researchers (as per CIHR's definition) registered at an eligible institution (as per CIHR's definition); known nationally, and, in many cases, internationally for their research contributions. *Note*: the Nominated Principal Applicant for teams cannot assume the role of Theme Leader (i.e., two positions cannot be held simultaneously), and Theme Leaders are limited to leading a single Theme.

ROLES AND RESPONSIBILITIES

Theme Leaders provide scientific leadership to their Theme and foster a collaborative, team-based research enterprise built on collegiality and mutual respect. Theme Leaders are expected to determine how best to further the objectives of CCNA and the teams within their Theme. As members of CCNA's Research Executive Committee, Theme Leaders also contribute to the leadership of CCNA more broadly.

Theme Leaders will be Responsible for:

- Leading collaborative/synergistic activities across teams within their Theme, in collaboration with the Scientific Director (SD);
- Fostering collaboration between the Dementia Research Support Hub and the teams within their Theme;
- *Reporting*: Theme Leaders must report annually to CIHR on their Theme's activities;
- Liaising between funders, partners, media, and the investigators of the Theme;
- Communicating with teams in regard to science, strategies, and general updates on/events within CCNA;
- Looking for new grant and funding opportunities, sharing these with teams;
- Organizing videoconferences with Principal Investigators (at least quarterly, see below);
- Participating in Research Executive Committee meetings (bi-weekly);
- Participating in CCNA's Annual Conference; and
- Managing any other relevant Theme-related administration.

Theme Leaders should be knowledgeable of and adhere to CCNA policies and procedures. They represent their Theme and its teams, while also serving as a liaison for CCNA senior management and leadership. To facilitate this bidirectional communication, Theme Leaders are required to have regular (at least quarterly) interactions with the Principal Investigators from their Theme. For this purpose, CCNA Central Administration will provide support to organize videoconferences.

Compliance with CCNA Policies

Theme Leaders must comply with all CCNA guidelines and policies, and are responsible for supporting CCNA Teams in doing the same. For example, they will ensure that all investigators comply with CCNA's Publications Policy and Data Access Policy, which includes submitting **all CCNA-acknowledged manuscripts** for review by CCNA Central, **before** they are submitted for publication. Compliance with the CCNA Sex and Gender Hub's Principles and Procedures is also mandatory, and CCNA Theme Leaders are expected to encourage all investigators in the teams within their Theme to adhere to these principles.

Research Executive Committee Bi-weekly Videoconference Call

Theme Leaders are part of CCNA's senior management and leadership, and, as such, are de facto members of CCNA's Research Executive Committee. Please consult the Terms of Reference for the Research Executive Committee.

CCNA Annual Conference and *ad hoc* Committees

Theme Leaders are expected to attend CCNA's Annual Conference and to make themselves available to present at these events.

Theme Leaders will, on occasion, be invited to participate as members of various CCNA committees, assembled on an *ad hoc* basis (e.g., to develop or revise CCNA policies and procedures, develop the annual event program, or perform other tasks relative to the operations of the consortium).