



## *New Initiative Criteria Document*

This document outlines the [criteria](#) and [submission process](#) for accepting new HUPPO-sanctioned Scientific Initiatives and for moving forward with early stage Initiatives. The criteria and submission process were developed under the stewardship of Dr. Sam Hanash (Initiatives chair, HUPPO's Founding President) who consulted with the chairs of all of the present HUPPO-sanctioned Scientific Initiatives at the 1<sup>st</sup> HUPPO Initiatives Roundtable in Montreal April, 2005.

### **Criteria for New HUPPO Scientific Initiatives**

Each new proposal should include a brief write-up which includes the following:

1. Defined vision, mission, background, objectives, and outcomes, including timelines (milestones)
  - a. Short and long term scientific objectives
  - b. Proposed plan of action / business plan
2. International scope of activities and involvement
  - a. International co-applicants, either present or identified
3. Involvement of internationally recognized researchers
4. Must be an "Original" project
5. Data Sharing Plan – ensure procedures are in place to make all information freely available, based on HUPPO Guidelines
6. Plan for implementation
7. Budget requirements / Fund-raising Plan. Either one of the following should apply
  - a. Funding source has been secured for both initiative coordination activities at HUPPO level and for the conduct of the proposed work by participating groups
  - b. Funding has been secured for coordination activities and a core group of funded participants has been identified to meet basic objectives of the initiative
  - c. A funded core group has been identified to meet basic objectives of the initiative but funding needs to be secured for coordination activities
  - d. Plans for securing funding are in place and funding will be secured pending approval of the Initiative
8. Plan for interaction with other HUPPO Initiatives
9. Plan for Education, Training, and Workshops
10. Identify industrial partners and define their role
11. Identify ethical issues (and how they will be handled)
12. Leadership and Management Plan, including timelines for rotating chairmanship

**Initiatives will be reviewed on a regular basis (2 years) to assess progress in meeting milestones.** ([go to top of document](#))

### **Submission Process**

Proposals for new Scientific Initiatives need to be submitted **first to HUPPO's Executive Committee for preliminary review**. They will then be circulated to the HUPPO initiatives Committee for review and comment.

They should cover the following:

|   | <b>Broad</b>  | <b>Detailed</b>  |
|---|---|--|
| 1 | Define the vision and mission of the proposed Initiative. | <ul style="list-style-type: none"> <li>a. Background</li> <li>b. Scientific Objectives               <ul style="list-style-type: none"> <li>i. Short-term</li> <li>ii. Long-term</li> </ul> </li> </ul>  |
|   |   | Comment on how this is an “Original” Initiative?   |
| 2 | Methodology   | <ul style="list-style-type: none"> <li>a. Proposed Plan of Action / Business Pl</li> <li>b. Measurable Outcomes, including timelines (milestones)</li> <li>c. Define the Initiative in terms of Phases. (Phase I = Pre-project planning. Phase II = Research. Phase III = Any commercialization outcomes.</li> <li>d. What do you propose in terms of scientific / peer review?</li> </ul> |
| 3 | Leadership and Management Plan                            | <ul style="list-style-type: none"> <li>a. Who will chair the Initiative? Where will he/she be based?</li> <li>b. Who will co-chair? (Must be from a different institution.)</li> <li>c. What timelines are anticipated to rotate the chairmanship of the Initiative?</li> </ul>  |
| 4 | International scope of activities and involvement         | <ul style="list-style-type: none"> <li>a. Identify international co-applicants, either present or identified</li> <li>b. Describe the involvement of internationally recognized researchers in the Initiative</li> </ul>   |
| 5 | Data Sharing Plan   | What procedures are in place to make all information freely available, based on HUPO Guidelines?   |
| 6 | Budget requirements                                       | <ul style="list-style-type: none"> <li>a. How much is required?</li> <li>b. Over what period of time?</li> <li>c. Provide budget notes to justify major line items</li> </ul>  |
| 7 | Fund-raising Plan   | <ul style="list-style-type: none"> <li>a. To what extent has a funding source been secured (pending approval of the Initiative)?</li> <li>b. How much has been identified to date?</li> <li>c. What other sources need to be approached?</li> <li>d. Have Industry Partners been identified? If so, what are they contributing?</li> </ul>   |



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|    | <b>Broad</b>                            | <b>Detailed</b>  |
|----|---|--|
| 8  | Interaction with Other HUPO Initiatives | What is the plan for interaction with other HUPO Initiatives? (Which specific initiatives?)  |
| 9  | Education and Training                  | a. What training is required before you start?<br>b. What will be required, once the Initiative is underway?<br>c. What training may be offered to the HUPO community at large?<br>d. What budget is required? |
| 10 | Workshops                               | Approximate timeline for workshops, including topics to be covered, expected participants, and budget requirements   |
| 11 | Industrial Partners                     | a. Who has been identified?<br>b. What is their role?<br>c. What is their contribution?  |
| 12 | Ethics                                  | Identify ethical issues (and how they will be handled)   |

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