

Version: 1.0

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1.0 BrainsCAN HQP Program Mandate:

Training the next generation of researchers is one of the most important aims of the BrainsCAN initiative. BrainsCAN HQP programs endeavor to attract and retain the world's most promising young neuroscientists and neuroimagers to Canada, and to Western. BrainsCAN's HQP opportunities will develop and support graduate students and postdoctoral scholars as they establish themselves in this field.

2.0 The HQP Program Committee:

2.1 Composition

The HQP Committee, including the Chair, is appointed by the BrainsCAN Executive Committee (EC). The HQP committee members will serve a two-year term with an option for a single year extension in the event that all members are set to expire. This committee will follow the Western fiscal year (May 1 to Apr 30). If a member becomes unable to meet the commitment the HQP committee for any reason then an alternate member will be appointed by the EC. Regardless of duration, this will count as a full year of service on the HQP Committee.

2.2 Duties / Responsibilities

- Engage with BrainsCAN-aligned HQP through the graduate student and postdoctoral programs, as well as any additional development activities.
- Determine objectives, expected outcomes and performance metrics for HQP recruitment and training
- Provide annual progress reports on strategic priorities and objectives to the EC.

2.3 Decision-making structure

The HQP committee will strive for all decisions to be reached through consensus; however, in the event that a consensus cannot be reached a simple majority vote will be used. It is at the discretion of the committee chair to determine when a consensus cannot be achieved. Similar to all BrainsCAN Committees, final approval remains with the EC.

3.0 Strategic Priorities of the HQP Program

The central priority of this program is to attract and retain the best young researchers at the forefront of cognitive neuroscience, while increasing Western's global reputation.

3.1 HQP Salary Support Programs

3.1.1 Postdoctoral Scholars Program

The HQP committee will develop and oversee the Postdoctoral Scholars Program in consultation with BrainsCAN EC. *Please refer to program documents for further details.*

3.1.2 Graduate Student Program

The HQP committee will develop and oversee the graduate student program in consultation with BrainsCAN EC. *Please refer to program documents for further details, once available.*

3.2 Trainee Engagement and Development

In addition to the direct support of HQP/Trainees, the HQP committee will oversee activities that develop trainees at Western. For activities requiring funding support from BrainsCAN, the HQP committee will petition the EC on a case-by-case basis.

3.3 Change Management Process

Any changes either to the usage of BrainsCAN funds or to the deliverables of the program must be petitioned to the EC. In that request, the HQP committee will provide justification on how the change aligns with the Committee's and BrainsCAN's strategic priorities.

4.0 Reporting to BrainsCAN

On an annual basis (approximately May), the HQP Committee will, in conjunction with the BrainsCAN Project Manager/Metrics Analyst, submit a performance report to the EC, which will be amalgamated into the Annual report for the Board and CFREF. The HQP Committee annual report will evaluate the consolidated statistics and output metrics, as well as include further interpretation on the progress towards strategic priorities and objectives, the engagement strategy, and the identification of case-studies.

5.0 Equity and Diversity:

As part of the developing Equity & Diversity Plan for BrainsCAN, the EC is committed to ensuring that all BrainsCAN activities are, as a minimum, compliant with university policy. This will be achieved by recording and monitoring all aspects of equity & diversity in relation to HQP recruitment and development.