

# Best Practices for Collecting, Documenting, and Managing Research Data and Records

**Application Deadline:** November 21, 2024

**Course Dates:** January 9, 16, 23, 30, 2025, 1:00 p.m. – 2:30 p.m. ET

**Location:** Online

**Language:** English

Please note: This course will be offered as an online event.

Translating discoveries into clinical therapies requires meticulous planning and rigor at every step. Reliable and secure research records are essential for ensuring data quality and integrity, enabling reproducibility, and driving successful clinical or commercial translation.

With increasing concerns about research reproducibility, standardized best practices in data management have become critical. Accurate, traceable records enhance transparency and validity, facilitate reproducibility, and minimize troubleshooting and experimental waste.

BioCanRx and Stem Cell Network are pleased to host “**Best Practices for collecting, documenting, and managing research and data records**”, a 4-part interactive virtual workshop series providing foundational knowledge in research data and record management. Participants will receive individualized advice and feedback, allowing them to confidently apply the workshop’s concepts to their own research groups and project plans.

## **By the end of this workshop, participants will:**

- Understand how effective research data and record management supports the responsible conduct of research and increases the ability to store, find and reuse research data.
- Have a working knowledge of good documentation practices and their implementation in the laboratory to support their need to demonstrate effective research data management and risk management strategies.
- Be introduced to the use of Research Quality Management Systems as an effective strategy for maintaining and monitoring data quality and integrity.
- Understand how effective research data management processes can be applied to meet the principles and expectations of granting agencies that promote and support research in Canada.

## **Facilitators:**

Rebecca L. Davies, PhD  
Gayle Piat, RQAP-GLP, RAC

### **Workshop Format & Requirements:**

This 4-part virtual series will feature presentations, interactive discussions, and case studies drawn from real-world scenarios.

Participants will need a computer with a microphone (camera optional) along with a high-speed internet connection. Prior to the workshop, participants must download free software tools, which will be specified after registration. A second monitor or screen is recommended for using the tools while viewing the video stream.

### **Who should attend?**

This workshop is targeted at Principal Investigators and trainees/highly qualified personnel (HQP) (i.e., a graduate student, post-doc, research associate and/or technician) aiming to establish a foundation for successful clinical translation. Applicants must be a Principal Investigator working on immunotherapy research in a Canadian lab in a research team of at least 2 people (the second team member being a trainee/ HQP). Non-academic applicants may apply but will be subject to a \$500 fee, with priority given to academic applicants.

### **Schedule:**

| <b>Date</b>             | <b>Topic</b>  |
|-------------------------|---|
| <b>January 9, 2025</b>  | Research Best Practices: Data collection and documentation.                                   |
| <b>January 16, 2025</b> | Research Best Practices: Standardizing processes for administrative and technical activities. |
| <b>January 23, 2025</b> | Introduction to Research Quality Management Systems   |
| <b>January 30, 2025</b> | Research Best Practices: Practical tips for getting started in your environment               |
| <b>TBD 2025</b>         | An opportunity to schedule time with the facilitators   |

**SCN and BioCanRx are pleased to offer a Certificate of Completion for this event.**

To be eligible to receive a certificate, participants must:

- Attend the entire workshop; and
- Complete the post-event survey.

Please note: The Certification of Completion is a document demonstrating your attendance at a training event. It is not a credential, as it is not issued based on proof of learning or knowledge attainment.

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| <p>Dates &amp; Key Details</p> | <p><b>Course Dates:</b> The workshop will run on Mondays from 1:00 p.m. ET - 2:30 p.m. ET on the following four days:</p> <ul style="list-style-type: none"> <li>• January 9, 2025</li> <li>• January 16, 2025</li> <li>• January 23, 2025</li> <li>• January 30, 2025</li> </ul> <p><b>Course Location:</b> Hosted online. A link to the online sessions will be provided to successful applicants.</p>  |
| <p>How to Apply</p>            | <ol style="list-style-type: none"> <li>1. <b>Principal Investigators:</b> Please complete the application form by <b>November 21, 2024 at 5 p.m. (sender's time)</b>.</li> <li>2. Email your CV and application to <a href="mailto:jjonkhans@biocanrx.com">jjonkhans@biocanrx.com</a>. A confirmation email will be sent within 24 hours of SCN receiving the submitted application.</li> <li>3. The BioCanRx HQP Adjudication Committee will review all complete applications, and applicants will be informed of the competition outcome by late September.</li> </ol>  |
| <p>Eligibility</p>             | <ul style="list-style-type: none"> <li>• This training is for research teams aiming to establish a foundation for successful clinical translation. Applicants must be a Principal Investigator working on immunotherapy research in a Canadian lab in a research team of at least 2 people (the second team member being a trainee/highly qualified personnel (HQP) (i.e., a graduate student, post-doc, research associate and/or technician)).</li> <li>• Non-academic applicants may apply but will be subject to a \$500 fee, with priority given to academic applicants.</li> </ul>  |
| <p>Conditions</p>              | <ul style="list-style-type: none"> <li>• Note that participants in this workshop are required to use their own laptop computers.</li> <li>• Successful applicants will be automatically registered for the course by BioCanRx upon confirmation of their acceptance of the award. BioCanRx will cover the registration costs (paid directly to the organizers) of this workshop for applicants who attend all sessions and complete all elements of the online content within the designated period. <b><u>For applicants who fail to attend all sessions or complete the course content, a fee of \$500 will be charged</u></b> (in the case of trainees/HQP this fee will be charged to their supervisor) to cover the costs associated with delivering this training opportunity.</li> <li>• By accepting a place in this course, the recipient agrees to provide a report describing the value of the training and</li> </ul> |

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|  | <p>networking opportunities made available through the this opportunity. This information will be used at SCN/BioCanRx's discretion on its website, newsletters and for the purpose of reporting to their funding agencies.</p> <ul style="list-style-type: none"><li>• By registering for this course, attendees also accept to have their pictures taken during the course and used in materials as described above.</li></ul> |
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### Questions:

For further information about this workshop or for application related enquiries:

- SCN researchers: please contact Alex Kozlov at [trainingSCN@stemcellnetwork.ca](mailto:trainingSCN@stemcellnetwork.ca)
- BioCanRx researchers: please contact Julie Jonkhans at [jjonkhans@biocanrx.com](mailto:jjonkhans@biocanrx.com).