



CDPP 2.0 Leadership Team - Terms of Reference

March 14, 2025

Background

The Canadian Disability Participation Project (CDPP) is a research partnership of 43 academics from across Canada, the United States and England and 31 partners from Canadian sport, exercise and play organizations and academic institutions. The CDPP Principal Investigator is a faculty member in the School of Kinesiology and Health Studies. The CDPP is funded through a 7-year research grant from the Social Science and Humanities Research Council. The goal of CDPP is to develop, test, implement and nationally disseminate, evidence-based programs that create quality sport, exercise and play participation for children, youth and adults with physical, intellectual, and sensory disabilities.

Success Statement: *In 7-years, we will know our partnership has been successful if physical activity is a quality experience for people with a disability living in Canada.*

To be successful, we will:

- Partner. We will meaningfully engage academic partners, community partners and people with lived experience of disability to conduct, disseminate and implement research.
- Innovate. We will conduct innovative research generating new knowledge and evidence-based tools and resources to create quality experience in sport, exercise, and play for people with disabilities.
- Build capacity. We will develop competent leaders in quality participation and physical activity research, knowledge translation and practice while valuing the well-being of and ensuring a quality experience for all partnership members.

The core values guiding our work include:

- Contributing to positive impact in our communities
- Prioritizing quality in all we do
- Partnering authentically and respectfully
- Being reflexive and responsive to engage persons least represented in physical activity and disability research and practice

Definitions:

The Leadership Team – is comprised of the Principal Investigator (PI), the Co-Directors, and Research Team Leads; some individuals hold more than one role at one time. The Leadership Team has oversight and makes decisions regarding the overall knowledge creation and mobilization activities of the Partnership. *For a current list of Leadership Team members and roles, please see below.

The Leadership Team meets regularly (monthly or semi-monthly) and is joined by the CDPP Operations Manager. The Leadership Team makes decision by consensus, where consensus cannot be reached, the PI holds final decision-making authority. In deciding, the PI will consider all opinions, reflect on preferences of the majority and consult the IKT Guiding Principles and the CDPP 2.0 mission, vision and values statements.

Expectations of all members of Leadership Team (*adapted from IKT Guiding Principles; Gainforth et al. 2020*):

- Develop and maintain relationships amongst partnership members and contributors based on trust, respect, dignity, and transparency.
- Share in decision-making.
- Engage in open, honest, and responsive communication.
- Recognize, value, and share their diverse expertise and knowledge.
- Be flexible and receptive in tailoring the research approach to match the vision, mission, values, and milestones of CDPP 2.0.
- Consider and contribute to an environment that provides quality experiences to all partners and contributors through participation.
- Conduct activities in an ethical manner – including research conduct and spending.
- Respect the practical considerations and financial constraints of all partners.
- Please refer to IKT Principles (full list follows).

Roles of Leadership Team members:

- Provide perspective and feedback to support decision-making that determines the overall knowledge creation and mobilization activities of the Partnership.
- Contribute to the development and implementation of strategies including the Partnership's guiding principles, core values, and broader goal setting.
- Provide feedback and guidance in areas such as mentorship, intellectual property, authorship guidelines, etc., to develop and formalize policies that apply across the partnership's activities.
- Assist and facilitate other CDPP researchers and/or lead research directly aligned with CDPP goals and principles.
- Identify and develop the complement of experts in the area of quality participation in physical activity, both in academic and non-academic domains.
- Identify risk to the integrity of CDPP research activities, or its reputation.
- Innovate and share innovation to create an environment of mutual learning, development, and growth.
- Foster and develop an environment supportive of equity, diversity, and inclusion at all levels of the Partnership.

Responsibilities:

- Prepare for and actively participate in regularly occurring meetings.
- Provide updates on the development, implementation, and challenges of respective Team's research-related activities.

- Maintain awareness of how partners are being engaged in CDPP activities and report on the role of partners in work; identify ways to enhance partner engagement.
- Commit and follow through in CDPP established processes for reporting contributions (\$/in-kind) and project outcomes, in relation to funder requirements.
- Participate in activities that support the evaluation of the partnership.

Review of term:

Each member of the leadership team will meet with the Principal Investigator, Amy Latimer, individually once every two years to review their experience and intention to continue.

Acknowledgement for participation:

Official Co-Director Designation within the SSHRC Partnership Grant

- During tenure of leadership team appointment, members will be offered the opportunity to be listed as a Project Co-Director on the grant. Team members' status will be updated bi-annually through official SSHRC processes.

Professional Development

- A minimum of two professional development opportunities, such as webinars, offered annually.

Authorship: Refer to CDPP 2.0 Authorship Guidelines

For Reference

CDPP 2.0 Leadership Team Membership (October 4, 2024)

Academic and Community Partner Team Leads: Sport, Exercise, Play, Dissemination, Mentorship, Biennial Survey, Partnership Evaluation.

Sport Team

- Amy Latimer, Queen's University *Director
- Emily Glossop, Abilities Centre Ottawa (on leave)

Exercise Team

- Roxanne Périnet-Lacroix, Adaptavie
- Afolasade Fakolade, Queen's University
- Shane Sweet, McGill University

Play Team

- Kelly Arbour-Nicitopoulos, University of Toronto
- Jennifer Leo, University of Alberta

Dissemination Team

- Rebecca Bassett-Gunter, York University

Mentorship Team

- Jennifer Tomasone, Queen's University

Partnership Evaluation

- Heather Gainforth, UBC Okanagan

Biennial Survey

- Kathleen Martin Ginis, UBC Okanagan

Research Team Lead Roles & Responsibility List:

- Provide oversight, strategic direction, and fiscal accountability for appointed Working Group Project Teams, ensuring projects advance efficiently.
- Provide guidance to Working Group/Project Team Leads in research-related areas such as: (1) conceptualization of quality participation; (2) methodology (including data collection); (3) results interpretation; (4) implementation and/or dissemination strategies.
- Maintain awareness of how partners are being engaged across the Team's activities.
- Work with Project Team Leads to ensure processes are in place to support meaningful engagement, partnership and appropriate compensation for people with lived experience of disability who engage in the Team's varied activities.
- Support Team members in efforts to build trainees' core competencies identified as central to CDPP success.
- Meet quarterly, or as required, with the Working Group Project Team Leads

- Develop an understanding of team members' interests and expertise and create an environment to support team members' professional goals and wellbeing.
- Maintain and/or ensure ethics approval for all related projects, as needed.
- Commit and follow through in storing all project files with the exception of data files in the designated SharePoint location, and research-related data files in accordance with institutional and ethics review board policies.
- Provide timely (within 2 weeks), unbiased, general reviews of drafts of publications and conference abstracts as relates to the concept of quality participation and overall CDPP activities, either in writing or verbally. Team Leads may delegate this responsibility as appropriate. Note: Simply reviewing a draft does not merit authorship. (Refer to CDPP Authorship Guidelines, to be attached as an Annex or link once finalized.)
- Commit and follow through in CDPP established processes for reporting contributions (\$/in-kind) and project outcomes, in relation to funder requirements.

The IKT Guiding Principles

To engage more meaningfully in research that is relevant, useful, and/or useable, the IKT guiding principles are:

- 1) Partners develop and maintain relationships based on trust, respect, dignity, and transparency.
- 2) Partners share in decision-making.
- 3) Partners foster open, honest, and responsive communication.
- 4) Partners recognize, value, and share their diverse expertise and knowledge.
- 5) Partners are flexible and receptive in tailoring the research approach to match the aims and context of the project.
- 6) Partners can meaningfully benefit by participating in the partnership.
- 7) Partners address ethical considerations.
- 8) Partners respect the practical considerations and financial constraints of all partners.