

Mentorship Team Terms of Reference

April 16, 2024, v.1.2

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.

Core Values

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 representative in physical activity and disability research and practice.

Team Roles and Responsibilities

Purpose

The purpose of the Mentorship Team is to develop five areas of competency among all researchers, trainees, and partners to support the aims of the CDPP 2.0 partnership. The five areas of competency are:

1. Apply the Quality Participation Framework to identify challenges and solutions to quality physical activity participation.
2. Use Integrated Knowledge Translation guiding principles to meaningfully and ethically do partnered research and knowledge translation.
3. Design and conduct qualitative and quantitative studies to answer questions about quality participation.

4. Use implementation/knowledge mobilization science knowledge and skills.
5. Use disability and equity-focused competencies in inclusive research, mentoring and leadership.

The Mentorship Team will engage all members of the CDPP 2.0 partnership to develop and mobilize specialized training and career development initiatives.

We will achieve our purpose through:

Partnering: We will meaningfully engage mentees, academic, and non-academic partners through all stages of project development, focussing on disability- and equity-inclusive research and leadership, quality participation and physical activity research, and knowledge mobilization research and practice.

Innovating: By the end of the grant term (2030), we will transform undergraduate Kinesiology programs to be more diverse and inclusive of persons with disabilities.

Building Capacity: Through quality research and mentorship, we will develop guidelines that support academics and community organizations to create spaces where students with disabilities receive what they need to be successful in their programs, fueling a future where graduates with disabilities can lead research in academic and community organization settings.

Values

The values of the Mentorship Team are:

Transparency: We are committed to openness, honesty, and clarity in all actions and decisions within the Mentorship Team. Through clear and accessible communication with those engaging in this work, our team will be built upon trust, accountability, and informed decision-making processes.

Collaboration: We will establish a collaborative working environment, grounded in respect, trust, and cooperation as we work toward our common goals. We value the diverse perspectives each member brings to the Mentorship Team and are committed to fostering an environment where everyone feels valued and heard.

Consensus Building: To make decisions, we will strive to reach consensus through open dialogue and collaboration. In cases where consensus cannot be achieved, Team Leads will consider input from all members to make a decision that prioritizes the collective benefit of the team and partnership.

Inclusivity: We are committed to creating a safe and inclusive space where everyone feels empowered to be their authentic selves and can participate and contribute to the fullest extent possible.

WORKING GROUPS

The activities of each Working Group will be guided by its unique purpose, in addition to contributing to the overarching goals of the Mentorship Team.

A purpose statement for each Working Group is listed below:

Working Group 1: Ensure CDPP 2.0 trainees develop competencies in disability- and equity-inclusive research and leadership, quality participation and physical activity research, and knowledge mobilization research and practice.

Working Group 2: By the end of the grant term (2030), we will transform undergraduate Kinesiology programs to be more diverse and inclusive of persons with disabilities.

Working Group 3: Produce guidelines for creating quality research mentorship for undergraduate and graduate students with a disability.

Suggested Composition

- Working Group Lead(s)
- At least one community partner
- At least one academic partner
- At least one Team Lead or Leadership Team Designate who provides support and general oversight of project work. The Team Lead may be a peripheral member – not attending team meetings but ensuring working group alignment with CDPP objectives.
- Persons with lived experience of disability.

Note: Members within working groups can assume various roles simultaneously.

Expectations

In fulfillment of purpose, all Mentorship Team members will:

- Develop and maintain relationships amongst team members 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 aims, values, and milestones of the CDPP.
- Consider and contribute to an environment that provides benefit to all partners through participation.
- Conduct activities, including research conduct and spending, in an ethical manner.
- Respect the practical considerations and financial constraints of all partners.
- Aim to fulfill the IKT Principles (Appendix 1).

Roles & Responsibilities

TEAM LEADS

- 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 including but not limited to: (1) conceptualization of research and practical activities; (2) methodology (including data collection); (3) results interpretation; (4) implementation and/or dissemination strategies.
- Be aware 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 persons 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's success.
- Meet quarterly, or as required, with the Working Group Project Team Leads
- Develop an understanding of team members' interests and expertise.
- 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 in designated SharePoint locations.

- Commit and follow through in storing all 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 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.
- Serve as members of the CDPP Leadership Team.
- Roles and expectations outlined in the CDPP Leadership Team Terms of Reference (Link to Leadership Team TOR – once finalized).

WORKING GROUP LEAD(S)

- Provide oversight and direction for appointed Working Group Project Team
- Ensure processes for meaningful engagement, partnership and appropriate compensation are in place for engaging persons with lived experience of disability.
- Develop an understanding of team members' interests and expertise and create an environment to support team members' professional goals and wellbeing.
- Develop Working Group project plans, in consultation with team members and Team Leads
- Work alongside team members to carry out the activities described in Working Group project plans, with reasonable adaptation, to meet pre-identified project outcome

objectives. Provide support to working group members as they join or exit a project.

- Meet quarterly, or as required, with Team Leads
- Meeting monthly, or as required, with the Working Group Project Team
- Work with Team Leads to support meaningful engagement of persons with lived experience of disability in project activities.
- Work with Team Leads to understand and confirm respective roles in storing appropriate project files (e.g., copies of questionnaires, ethics forms) in the designated SharePoint location.
- Ensure data files are stored in accordance with institutional and ethics review board policies, and that location of data file storage is be catalogued on the SharePoint data file catalogue.
- Commit and follow through in CDPP established processes for reporting contributions (\$/in-kind) and project outcomes, in relation to funder requirements.

WORKING GROUP MEMBERS

- Attend and actively participate in regular (monthly or other), Working Group Project meetings.
- Serve as a liaison to other sector organizations and knowledge user groups.
- Provide timely and unbiased input into discussions surrounding research efforts and evaluation related to project implementation, including:
 - a) Providing feedback on study design and/or intervention development
 - b) Assisting with recruitment of study population and with execution of intervention (if possible and applicable)

- c) Participating in interpretation of results
- Work alongside team members to carry out the activities described in Working Group project plans, with reasonable adaptation, in order to meet pre-identified project outcome objectives.
 - Commit and follow through in CDPP established processes for reporting contributions (\$/in-kind) and project outcomes, in relation to funder requirements, as appropriate.
 - Engage in projects through to completion; in circumstances affecting continued engagement, advise the Team Lead as soon as able.
 - Contribute to generation of a summary report for participants and supporting community organizations (at minimum) and content appropriate for translation into knowledge products.

Appendix 1. 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.