

ASCENT Lab Consultation Process Policies

The purpose of the ASCENT Lab consultation process is to support high-quality, rigorous, palliative care research projects, specifically from the grant development stage through the implementation of the research. The consultation process is not designed to support the development of research questions, development of letters of intent, or manuscript writing of research results.

1. Access policy

- The consultation process is open to all researchers pursuing palliative care scientific project review.
- In the 3 months preceding the Research Scholar and Pilot and Exploratory Studies application due dates, priority for ASCENT Lab dates (virtual office hours) for 1:1 consultations will be given to researchers with accepted Letters of Intent on a first-come, first-served basis.

2. Registration policy

- All researchers seeking to access the consultation process must complete the online form found on our [website](#). Consultations are first-come, first-served and confirmed 48 hours prior to an ASCENT Lab date.
- The form requires researchers to have an ORCID ID and submit a rough draft of their Specific Aims at the time of registration.
- Researchers may request up to 3 consultations from specific ASCENT Research Cores when completing the online form. The ASCENT team will do its best to match researchers with a consultant in the requested core.
- Individual consultation times will be scheduled based on consultant availability and will be communicated in advance.
- The researcher seeking consultation must book their appointment on Calendly to reserve the appointment(s) offered. Calendly will adjust to reflect the time zone investigators are located in.

3. Attendance policy

- Each ASCENT Lab will include a 5-minute orientation and a 20-minute individual consultation.

4. Late policy

- Researchers attending an ASCENT Lab are expected to arrive in the virtual meeting room on time at the start of the appointment time for a brief orientation.
- If researchers scheduled for an ASCENT Lab appointment are more than 5 minutes late for a confirmed ASCENT Lab, this will be considered a no-show (see below).

5. No-show policy

- If a conflict arises, researchers scheduled for an ASCENT Lab are asked to cancel at least 24 hours in advance.
- Rescheduling an ASCENT lab appointment is not guaranteed and will depend on availability. Researchers who cancel less than 24 hours in advance will be considered on a case-by-case basis.
- If an investigator no-shows to a confirmed ASCENT Lab, they will not be offered an opportunity to reschedule within the same month or grant cycle.