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.
- How does the Lab work?
    - **General Period**: Throughout most of the year, the Lab operates on a 4-week rotation, with each week dedicated to a specific Research Core focus. There will be up to 6 slots available per week. If all slots are full or the available dates and times are incongruent with your schedule, we will notify you via email when new dates become available. Please be sure to check your inbox regularly for updates and new consultation dates. This process will continue on an ongoing basis until your request is fulfilled.
    - **LOI Acceptance – Full Proposal Submission Period**: From the time of Letter of Intent (LOI) acceptance to when full proposals are due, Lab availability will increase to accommodate consultation requests for applicants. During this five-week period, we anticipate offering a variety of Research Core Labs each week. LOI applicants who have been invited to submit a full proposal will be given priority during this period.

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 are scheduled based on consultant availability and will be communicated in advance.

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- 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 requested consultation will be 20 minutes.
- Prior to your scheduled Lab, we will share your Specific Aims and specific questions. If you have any changes, please email them to ascentadmin@cuanschutz.edu at least 48 hours in advance to allow sufficient time for your consultant to prepare.
- Once your appointment has been scheduled through Calendly, you must review the orientation video before attending the Lab. You will also find the link to the orientation video in the Calendly calendar invitation and confirmation email.

4. **Late policy**

- Researchers attending an ASCENT Lab are expected to arrive in the virtual meeting room on time. Please note that any tardiness will reduce the length of your consultation session. However, arriving more than 5 minutes late for a confirmed ASCENT Lab 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 does not show up to a confirmed ASCENT Lab, they will not be offered an opportunity to reschedule within the same month or grant cycle.