

Step 1

Applicant Investigator

- a) Read the **CFRI Membership & Affiliate Investigator Program Application Guidelines**;
- b) Complete and **sign** your application form, confirming acceptance of Category 4 guidelines;
- c) Attach your up-to-date **curriculum vitae**;
- d) Obtain **signature** from your **Academic Department Head**;
- e) Either obtain **signature** from your **CFRI Research Cluster Head(s)***,
or request your Research Cluster Head to send an email to resinfo@cfri.ca to endorse your application;
- f) Complete the **Website Profile Template** for CFRI Affiliate Investigator-Category 4 and send to resinfo@cfri.ca.

*Refer to the CFRI website at http://www.cfri.ca/our_research/clusters to identify and to obtain the contact information for your CFRI Research Cluster Head.

Step 2

Academic Department Head

- a) Review each application package;
- b) Sign the application form, confirming applicant's eligibility for the Category 4 affiliation selected;
- c) Return the signed application package to the Category 4 applicant.

Step 3

CFRI Research Cluster Head

- a) Review the application form and/or email request;
- b) Sign the application form, confirming Category 4 affiliation with your Research Cluster, or forward the email of endorsement to resinfo@cfri.ca;
- c) Return the signed application form to the Category 4 applicant, if applicable.

Step 4

CFRI Deputy Director

- a) Review each application package;
- b) Consult with the Academic Department Head and/or the Research Cluster Head as needed;
- c) Forward recommendation for acceptance of application for Affiliate Investigator designation to the Board of Directors.

Step 5

CFRI Board of Directors

- a) Approve affiliate investigator designation in the Child & Family Research Institute, confirming CFRI commitment for support.