

The 5 – Step Membership Application Process

Step 1 Investigators

- a) Read the Guidelines for Completing an Application for Membership
- b) Complete and sign your application form, confirming acceptance of Member Responsibilities
- c) Attach the required supporting documentation (see form)
- d) Submit your application package to the Head(s) of the Cluster(s) selected

Step 2 Cluster Head

- a) Review each application package
- b) Sign the application form, confirming membership in the Cluster
- c) Forward the signed application packages to the appropriate Academic Department Head

Step 3 Academic Department Head

- a) Review each application package
- b) Sign the application form, confirming applicant's eligibility for the category of membership selected
- c) Forward the application package to the Research Institute for processing

Step 4 Deputy Director

- a) Review each application package
- b) Consult with the Academic Department Head and/or the Cluster Head as needed
- c) Forward recommendation for acceptance of Application for Membership to the Board of Directors

Step 5 Board of Directors

- a) Approve membership in the Child & Family Research Institute, confirming RI commitment for support