

#### Step 1

##### Investigators

- a) Read the [CFRI Membership & Affiliate Investigator Program Application Guidelines](#)
- b) Complete and sign your application form, confirming acceptance of Member Responsibilities
- c) Send the electronic copy of your CFRI web profile to [resinfo@cfri.ca](mailto:resinfo@cfri.ca)
- d) Attach the required supporting documentation (see [Application for Membership](#) form)
- e) Submit your completed application to, and obtain signature from, the Head(s) of your **primary** research cluster
- f) If applicable, submit your application to, and obtain signature from, the Head(s) of your **secondary** research cluster(s)
- g) Submit your completed application to, and obtain signature from, the **Academic Department Chair(s)**

##### For shared membership option:

- h) Submit your completed application to, and obtain the **additional** signature from, the Leader of the partner research institution (see [Application for Membership](#) form, Page 3)

#### Step 2

##### Cluster Head

- a) Review each application package
- b) Sign the application form, confirming membership in the Cluster
- c) Return the signed application package to the membership applicant

#### 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) Return the signed application package to the membership applicant

#### Step 4 for Shared Membership Option

##### Partner Research Institution Leader

- a) Review each application package
- b) Sign the application form, confirming applicant's percentage of alignment selected
- c) Return the signed application package to the membership applicant

#### Step 5

##### Deputy Director

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

#### Step 6

##### Board of Directors

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