

Purpose

The purpose of the Membership & Affiliate Investigator Program is to assist the Institute in defining its scope of activities, while at the same time clarifying expectations and responsibilities for both the investigator and CFRI.

The application process involves (see [6-Step Membership Application Process](#) or [6-Step Affiliate Investigator Application Process](#)) the investigator, the relevant Cluster Leader, the Academic Department Head, the Deputy Director and the Board of Directors. In the special case of shared membership, the process will also involve the Partner Research Institution Leader.

Following is specific information to assist in you completing the applications for the CFRI Membership & Affiliate Investigator Program.

Applicant & Contact Information

The first two (2) sections of the application form request basic information (including contact information) about the applicant.

Categories of Membership

There are multiple categories of membership. These categories are for the most part based on the amount of protected time an individual has for research. The eligibility criteria for each are outlined below. Applicants should discuss which category best fits them with their Academic Department Head and Cluster Leaders.

Category One — 70% (30 hours/week) protected research time	
Category Levels:	Category Level Descriptions:
Scientist Level 1	Assistant Professor, Ph.D. or non-practicing M.D. / Allied Health Professional
Scientist Level 2	Associate Professor, Ph.D. or non-practicing M.D. / Allied Health Professional
Scientist Level 3	Professor, Ph.D. or non-practicing M.D. / Allied Health Professional
Scientist Emeritus/a	Professor Emeritus/a
Clinician Scientist	Assistant Professor, M.D. / Allied Health Profession designation, and practicing clinician
Senior Clinician Scientist	Associate Professor / Professor, M.D. / Allied Health Profession designation, and practicing clinician
Clinician Scientist Emeritus/a	Clinical Professor Emeritus/a

Category One (continued)

- Holds University Faculty appointment (Grant-, Partner-, Tenure-Track or Tenured).
- Minimum of 70% (30 hours/week) of time protected for research. Any changes that may affect the amount of protected time must be reported to the CFRI.
- Qualifications (academic training & experience) indicate a high level of potential and/or proven scientific productivity to carry out independent research activity.
- Has or is expected to have within a reasonable time, external research funds to carry out research.
- The CFRI expects to be involved in the recruitment of new applicants to this category. The CFRI may contribute to the salaries of some members through the CFRI Investigator Program.
- Appointment and research activities based at C & W (Oak St. campus) except in extraordinary circumstances.

Category Two — 12 to 30 hours/week protected research time	
Category Levels:	Category Level Descriptions:
Associate Scientist	Assistant Professor / Associate Professor / Professor, Ph.D. or non-practicing M.D. / Allied Health Professional
Associate Scientist Emeritus/a	Professor Emeritus/a
Associate Clinician Scientist	Clinical / Assistant Professor, M.D. / Allied Health Profession designation, and practicing clinician
Senior Associate Clinician Scientist	Clinical / Associate Professor / Professor, M.D. / Allied Health Profession designation, and practicing clinician
Associate Clinician Scientist Emeritus/a	Clinical Professor Emeritus/a

- Holds University Faculty or C & W appointment.
- More than 12 hours/week and less than 30 hours/week, of their time is protected for research. (Actual amount to be agreed on at time of appointment.) Any changes that affect the amount of protected time must be reported to the CFRI.
- Qualifications (academic training & experience) indicate a high level of potential for and/or proven ability for independent research excellence with high scientific productivity.
- Has or is expected to have within a reasonable time, external research funds to support independent research program.
- The CFRI expects to be involved in the recruitment of new applicants to this category. The CFRI may contribute to the salaries of some members through the CFRI Investigator Program.
- Appointment and research activities based at C & W (Oak St. campus) except in extraordinary circumstances.

Category Three — less than 30% (12 hours/week) protected research time	
Category Levels:	Category Level Descriptions:
Clinical Investigator	Clinical / Assistant / Associate / Professor, M.D. / Allied Health Professional Designation, and practicing clinician
Clinical Investigator Emeritus/a	Clinical / Professor Emeritus/a

- Holds University Faculty or C & W appointment and is involved in research as a PI or co-investigator.
- Has less than 30% (12 hours/week) protected research time. Any changes that effect amount of protected time must be reported to the CFRI.
- Qualifications (academic training & experience) indicate a high level of potential &/or proven scientific productivity to carry out independent research activity.
- Appointment and research activities based at C & W (Oak St. campus) except in extraordinary circumstances.

Category Four — Other	
Affiliate Investigator	

- Individuals who hold primary appointments at other research institutes, universities/campuses, hospitals and/or agencies may be members in this category.
- Any collaborator(s) who regularly undertakes research activities associated with CFRI and its Clusters are encouraged to apply for Affiliate Investigator designation. The purpose of this regulation is to ensure that all individuals involved in research activities at the CFRI have official status with the organization.
- Category 4 has a one (1)-year term. Affiliate Investigators must renew their affiliation at the end of the one-year term to maintain the Category 4 designation with CFRI.

Option to Share Membership with Partner Research Institution Category 1, 2, 3 only

Option: Applicants have the option to share his/her CFRI membership with another research institution with whom CFRI has negotiated a shared service agreement. The agreement allows for (1) Provision of infrastructure support (funds, space, eligibility for Institute programs) and core services (as per Core Services document); and (2) allocation of ‘credits’ to the CFRI or other research institution (e.g., indirect costs related to external funding, publications, research metrics) based on the individual’s percentage of alignment with the respective institutions. Ratification of the individual’s shared membership requires the signed endorsement of the Partner Research Institution leader (see [Application for Category 1, 2, 3, Page 3](#)).

Impact: The percentage of alignment with CFRI will determine both the amount of infrastructure support and services the PI will receive from CFRI, and the percentage of ‘credit’ CFRI will claim from the individual’s research activities.

Option to Share Membership with Partner Research Institution Category 1, 2, 3 only

Shared members are not eligible to hold awards in the CFRI Investigator Award Program. Further, Category 1 and 2 shared members may only apply for and receive awards through the CFRI Trainee Awards Program (Studentships, Fellowships, Travel and Methodology Grants) to the percentage of alignment with CFRI, provided the Partner Research Institution commits to the balance of the award as per its aligned percentage. In terms of infrastructure, eligible research/office space will be allocated during the annual space review as per the percentage of the member's alignment with CFRI. Shared membership will also have an impact on access to CFRI core services, which will be determined on a priority basis as defined by the member's percentage of alignment with CFRI. It is to be understood that full CFRI members will have priority in accessing CFRI core services and infrastructure.

Application Process: To apply for this option, the applicant is required to complete the *additional* section for Shared Membership indicating his/her percentage of alignment and have the application signed by the Partner Research Institution leader.

CFRI Research Cluster Affiliation

Research at our institute is focused on both children and women with research activities that span the entire range of children's and women's health concerns. Our main research activities are conducted within the framework of several research Clusters and the UBC Senate approved Centre for Molecular Medicine & Therapeutics. Research Clusters are identified areas of research excellence that integrate rich platforms of intellectual, scientific, technological and clinical expertise. The components of a Cluster may be directly interconnected or indirectly linked via an internal network and are deployed to extend performance beyond that provided by individual programs, teams and units.

When completing the application for membership, investigators are required to indicate which Cluster they see themselves aligned with. In some circumstances, investigator may have multiple Cluster affiliations. **In the case of multiple affiliations, applicants are required to indicate their primary (one only) and secondary affiliation(s) and the percentage split between the Clusters for a total of 100%.** Final confirmation of Cluster acceptance must come from the Cluster Head as part of the application process.

CFRI Research Clusters

Further information on CFRI Research Clusters is available on the CFRI website at:

http://www.cfri.ca/our_research/default.asp

CFRI Cluster	Cluster Head	Contact
Childhood Cancer & Blood Research	Dr. Kirk Schultz	kschultz@mail.ubc.ca
Developmental Neurosciences & Child Health	Dr. Ronald Barr	rbarr@cw.bc.ca
	Dr. Bruce Bjornson	bbjornson@cw.bc.ca
Diabetes, Nutrition & Metabolism (Diabetes)	Dr. Bruce Verchere	bverchere@cfri.ca
Diabetes, Nutrition & Metabolism (Nutrition & Metabolism)	Dr. Sheila Innis	sinnis@mail.ubc.ca
Genetics & Health	Dr. Lorne Clarke	lclarke@cw.bc.ca
Immunity in Health & Disease	Dr. Rusung Tan	roo@mail.ubc.ca
	Dr. Stuart Turvey	sturvey@cw.bc.ca
Innovations in Acute Care & Technology	Dr. Erik Skarsgard	eskarsgard@cw.bc.ca
Reproduction & Healthy Pregnancy	Dr. Peter von Dadelszen	pvd@cw.bc.ca

CFRI Partner Organization	Director	Contact
Centre for Molecular Medicine & Therapeutics	Dr. Michael Hayden	mrh@cmmt.ubc.ca

Supporting Documentation

Applicant for Category 1, 2, 3

When forwarding the application to the Cluster Head for processing, applicants must include the following documentation:

- A two-page (maximum) summary of their research program (separate from the 150-word research summary provided in the web profile).
- A complete up-to-date curriculum vitae.
- A completed *electronic* web profile submitted to resinfo@cfri.ca.

Applicant for Category 4

Category 4 applicants need to include the following documentation.

- A complete up-to-date curriculum vitae.
- A completed *electronic* web profile submitted to resinfo@cfri.ca.

Cluster Head

The Cluster Head reviews and signs the application, and then the applicant forwards the complete package to the Academic Department Head for signature.

Academic Department Head

The Academic Department Head reviews and signs the application, and then the applicant forwards the complete package to CFRI Research Services for processing.

Partner Research Institution Leader for Shared Membership Applicant

The Partner Research Institution Leader reviews and signs the application after the Academic Department Head, and then the applicant forwards the complete package to CFRI Research Services for processing.

Signatures

Signatures are required from the Applicant, the Cluster Head(s), Academic Department Head, and Partner Research Institution Leader in the case of shared membership applications. By signing the application, all parties agree that the guidelines governing membership, as outlined in the CFRI Membership & Affiliate Investigator Criteria documents, apply to this application.

Sign off from the Cluster Head(s) acknowledges acceptance of the applicant into the respective Cluster. The signature of the Academic Department Head confirms the applicant's percentage of dedicated research time. The Partner Research Institution Leader signs to confirm the percentage split of membership between CFRI and the Partner Research Institution.

Submission of Application

Completed application packages should be forwarded for processing to:

Allison Rintoul
Director
Research & Education Services
950 West 28th Avenue, Room A2-148
Vancouver, BC V5Z 4H4