
Guidelines for Completing an Application for Membership

Description / Purpose:

The purpose of the Membership 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 the institute.

The 5 step application process involves (see Membership Application Process) the investigator, the relevant Cluster Leader, the Academic Department Head, the Deputy Director and the Board of Directors.

Following is some specific information to assist in you completing the Application for Membership.

Applicant & Contact Information:

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

Category 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 1 - 70% (30 hours/week) protected research time

- **Scientist Level 1 (Scholar) – [Assistant Professor](#)**
 - **Scientist Level 2 (Senior Scholar) – [Associate Professor](#)**
 - **Scientist Level 3 (Distinguished Scholar) – [Professor](#)**
 - **Clinician Scientist – [Assistant Professor](#)**
 - **Senior Clinician Scientist – [Associate Professor/Professor](#)**
- Holds University Faculty appointment (grant tenure, tenure track, clinical).
 - 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 RI Deputy Director.
 - Qualifications (academic training & experience) indicate a high level of potential &/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 RI expects to be involved in the recruitment of new applicants to this category. The RI may contribute to the salaries of some members through the CFRI Investigator Program.
 - Primarily based at C&W.

Category 2 – (12 to 30 hours/week) protected research time

- **Associate Scientist**
 - **Associate Clinician Scientist – [Assistant Professor](#)**
 - **Senior Associate Clinician Scientist – [Associate Professor/Professor](#)**
- Holds University Faculty or C&W appointment.
 - At least 12 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 RI Deputy Director.
 - Qualifications (academic training & experience) indicate a high level of potential &/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.
 - Appointment – usually based at C&W.

Category 3 – less than 30% (12 hours/week) of protected research time

- **Clinical Investigator**

- 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 time. Any changes that effect amount of protected time must be reported to the RI Deputy Director.
- Qualifications (academic training & experience) indicate a high level of potential &/or proven scientific productivity to carry out independent research activity.
- Appointment – usually based at C & W.

Category 4 – other

- **Senior Scientist Emeritus**

- Scientists who have attained emeritus status at UBC may apply for this form of RI membership to continue their research Clusters if the request is supported by a member of the RI scientific staff and that staff members Cluster leader.

- **Adjunct Scientist**

- Individuals holding a primary research appointment at another institution may be appointed to the RI in this category if:
 - Category A – They were a senior RI staff member who has left, but has an ongoing collaboration or research Cluster at the RI with grant or contract support administered by the RI.
 - Category B – They were a senior staff member who has left, temporarily leaving behind staff &/or grant/contract support.
 - Category C – They have been recruited to the position in order to supervise research trainees in an RI Cluster that does not have a sufficient number of qualified senior staff to carry out such supervision.
 - Category D – They work with patients in research activities at the RI.

- **Consultant**

- Individuals who hold primary appointments at other institutions or agencies may be appointed to the RI in this category if the request is made by an RI Scientific Staff member for the purpose of enhancing research activity through communication, advice & collaboration.
- Scientific staff members must request a Consultant appointment for any collaborator(s) who visit the RI on a regular basis. The purpose of this regulation is to ensure all individuals involved in research activities at the RI have official status with the organization.

Cluster Affiliation:

Research at our institute is focused on both women and children 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 and Therapeutics (draft Cluster descriptions will be included as part of the membership package). 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 inter-connected 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, investigators may have multiple Cluster affiliations. *In the case of multiple affiliations applicants are required to indicate their primary (1 only) and secondary affiliation(s) and the percentage split between the Clusters (to a maximum of 100%).* Final confirmation of Cluster acceptance must come from the Cluster head as part of the application process.

Cluster:

	<u>Cluster Leader/Rep</u>	<u>Contact</u>
• Childhood Cancer & Blood Research	Kirk Schultz (<i>interim</i>)	kschultz@interchange.ubc.ca
• Developmental Neurosciences & Child Health	Ron Barr Bruce Bjornson	rbarr@cw.bc.ca bbjornson@cw.bc.ca
• Diabetes, Nutrition & Metabolism <ul style="list-style-type: none"> - Diabetes - Nutrition & Metabolism 	Bruce Verchere Sheila Innis	verchere@interchange.ubc.ca sinnis@nutrition.ubc.ca
• Genetics & Health	Lorne Clarke (<i>interim</i>)	lclarke@cw.bc.ca
• Immunity in Health & Disease	Rusung Tan Stuart Turvey	roo@interchange.ubc.ca sturvey@cw.bc.ca
• Innovations in Acute Care & Technology	Erik Skarsgard	eskarsgard@cw.bc.ca
• Reproduction & Healthy Pregnancy	Geoffrey Hammond (<i>interim</i>) Peter von Dadelszen	ghammond@cw.bc.ca pvd@cw.bc.ca

CFRI Partner Organization:

- The Centre for Molecular Medicine and Therapeutics (CMMT) Michael Hayden mrh@cmmt.ubc.ca

Supporting Documentation:

Applicant

When forwarding the application to the Cluster Head for processing, applicants must append the following documentation.

- A complete up to date Curriculum Vitae
- A two page (maximum) summary of their research program
- A completed web profile (**in addition to the hard copy an electronic copy should be submitted to resinfo@cw.bc.ca**)

Cluster Leader

Once the Cluster Leader has reviewed the application and endorsed it, the complete package is then forwarded to the Academic Department Head for signature.

Academic Department Head

Following review and endorsement of the application package by the Academic Department Head, the complete package should then be forwarded to the Research Institute for processing.

Signatures:

Signatures are required from the applicant, the Cluster Leader(s) and the Academic Department Chair. By signing the application all parties agree that the guidelines governing membership, as outlined in the "Child & Family Research Institute Membership Criteria" document, apply to this application.

Sign-off from the Cluster Leader 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.

Submission of application

Completed application packages should be forwarded for processing to:

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