



CHRIM Membership

Approved by:	CEO & Scientific Director	Date Approved:	2015
Owner:	Resource Manager	Supersedes:	2005
Section Number:	2.1	Next Scheduled Review:	2018

I Scope

This policy applies to all researchers who have applied for Membership in the Children's Hospital Research Institute of Manitoba, and to those whose application has been accepted by the CEO and Scientific Director.

II Definitions

The Children's Hospital Research Institute of Manitoba (CHRIM, "the Institute")

The Institute was established in 2001 as the Manitoba Institute of Child Health and renamed the Children's Hospital Research Institute of Manitoba in 2015. It is the research division of the Children's Hospital Foundation, offering hope to children and their families, as researchers work toward medical breakthroughs and cures for childhood illnesses.

CHRIM Member

Members are appointed annually by the CEO and Scientific Director, either upon application by the prospective Member, or following an invitation from the Institute. Members are established or promising researchers affiliated with child health who have an academic appointment at a Manitoba University and have successfully applied for Membership, which may be renewed on an annual basis.

Community

The Community consists of and is shaped by the Institute's employees, its Members and their respective research teams.

Internal Council

Members are distinguished as "internal" or "external" depending on whether they have been assigned research lab and/or office space in the Institute's facility (5th and 6th floors JBRC). The internal council is made up of Members who reside on-site.

III Rationale

This policy articulates the criteria which define Membership in the Institute, and the processes by which Membership is attained and renewed. It seeks to clarify the roles and responsibilities associated with Membership. It links to policies relating to record keeping (Policy 3.3), space planning (Policy 7.1), and communications (Section 4).

IV Policy Statement

1. A Member of the Children's Hospital Research Institute of Manitoba is an individual who holds an academic appointment at a Manitoba university and whose research interest is linked to child health. A prospective member may apply on their own initiative or be invited to apply by another Member or by the CEO and Scientific Director.
2. Visiting Scientists who hold an academic appointment outside of a Manitoba University and are here on assignment or on sabbatical may also apply for Membership, provided they are hosted or sponsored by a previously appointed Member. A visiting scientist's Membership will last for the duration of their visit and end when they return to their home institution.
3. The acceptance of a Membership application will be at the sole discretion of the CEO and Scientific Director under the advisement of the Management Team.
4. Upon acceptance of a membership application, the Resource Manager will oversee the standard process to be activated by the CHRIM Administrative Office.
5. A Member list is kept as a database (Policy 3.3) and each Member has a file with the CHRIM Administrative Office, containing Membership information limited to academic career pieces, mentorship program reports and research finance. This documentation is available for viewing at the Member's request.
6. Members are categorized as internal (on-site) or external (off-site). Internal Members are those who have been assigned research lab and/or office space in the Institute's facility (5th and 6th floor JBRC), or whose research program is conducted from within the facility (i.e., in the Clinical Research Unit). External Members operate their research programs outside of the Institute's facility, and seek affiliation with the Institute primarily by collaboration.
7. Membership is renewed annually and active renewal and reporting is required. Failure to renew results in suspension of all Member status and associated privileges. Non-renewed Members may restore their Membership status by renewal and reporting within one year of their lapsed renewal date, after which they will be removed from Membership and re-application will be required.
8. The Institute reserves the right to withhold member privileges (including grant and award eligibility) from any Member who fails to comply with Membership requirements and responsibilities, at the discretion of the CEO and Scientific Director.
9. Member privileges and benefits include the following:
 - a. Participation in the child health research community through building unique collaborations with other investigators, involvement in the training and mentoring of new child health researchers, assisting with public outreach and education, assisting with development of international symposia on a range of topics related to child health research, and participating in the peer review of research programs.
 - b. The eligibility to apply for CHRIM funding opportunities (see Policy 5.3, Grants and Awards Applications).
 - c. Access to essential research support services through the Clinical Research Unit (CRU) and their onsite research nurses, technicians and administrative support team.



- d. Internal Members will have access to and use of the Institute's facilities on the 5th and 6th floors of the John Buhler Research Centre, including shared specialized equipment, platforms and core facilities, patient examination rooms, meeting and conference rooms, audiovisual resources, and information technology systems, subject to availability and appropriate training. External Members may or may not be granted such access depending on research needs as assessed in conjunction with the Facility and Operations Manager.
10. New Members are expected to present at Research Rounds by way of introduction to the community.
 11. The responsibilities of both internal and external members include:
 - a. Attendance at weekly CHRIM Research Rounds as scheduled duties permit, and willingness to present at Rounds when invited. Members are expected to encourage weekly attendance by their research teams.
 - b. Active participation in CHRIM programs and events, including Child Health Research Day, the Teddy Bear's Picnic, Town Hall Meetings, the Mentorship Program for New Investigators, and the review of Grant and Award Applications.
 - c. Willingness to serve on the Board of Directors, or on Board or operational committees.
 - d. Inclusion of the Children's Hospital Research Institute of Manitoba logo and reference institutional support on any research communications (publications or public presentations) related to child health research and/or the Institute (see Policy 4.1, Media and Public Relations).
 - e. Active renewal of Membership annually, including reporting of grants and awards received, submission of an updated CIHR Academic CV, and updating of the online Researcher Profile.
 12. The responsibilities specific to internal (on-site) members include:
 - a. Annual reporting of a list of research team members and their positions.
 - b. Attend monthly Internal Council meetings to meet with each other, the CEO and Scientific Director, and the Management Team.
 - c. Collaboration with other researchers to build a sense of community within the Institute and beyond, measured by collaborative submissions and participation in Committees and research initiatives.
 - d. Use of the chrim.ca email account as a clear indication of affiliation with the Institute on all matters related to child health research (see Policy 4.2, Internal Communications).

V Procedures

1. Application Process

- a. Applications for membership can be made at any time. Applications will consist of the following:
 - i. A completed and signed Application Form¹.
 - ii. A current, full curriculum vitae (preferably CIHR Academic CV).
- b. The CEO and Scientific Director will meet in person with the applicant to discuss membership benefits and responsibilities.
- c. Applications will be evaluated by the CEO and Scientific Director under the advisement of the Management Team.
- d. The outcome of the application will be communicated in writing to the applicant by the CEO and Scientific Director.
- e. Upon approval, the Resource Manager will inform the Management Team and all CHRIM staff of the new Member recruit.
- f. The Media and Communications Coordinator will introduce new Members in the next possible monthly e-newsletter.

2. Successful Applications

- a. Successful applicants will be required to do the following:
 - i. *Within one month of acceptance:* Meet with the Resource Manager to be introduced to CHRIM management and staff, and with the Facility and Operations Manager for a tour of the facilities.
 - ii. *Within two months of acceptance:* Submit a Researcher Profile to the Media and Communications Coordinator for the website (Policy 4.3)
 - iii. *Within three months of acceptance:* Present their research at Research Rounds (Policy 4.2, Internal Communications) as a means of introducing themselves and their research interests to the wider community and to facilitate more meaningful interaction and collaborative opportunities.
- b. Successful applicants who will become internal (on-site) members will meet with the Facility and Operations Manager to arrange for assignment of research and/or office space (see Policy 7.1, Space Planning), the use of shared facilities (see Policy 2.3, Platforms and Core Facilities), and to avail themselves of training and support provided by Research Lab Services (Policy 2.2). The on-boarding checklist (Policy 3.5) will be used to facilitate this process.
- c. Successful applicants (internal and external) will be offered the following:
 - i. The option to apply for research funding through CHRIM, (Policy 5.3, Grants and Awards Applications)
 - ii. Participation in the Institute's Mentorship Program for New Investigators (Policy 3.7), as applicable.

- iii. The option to make use of researcher finance support through the Administrative Office (Policy 5.4).
 - iv. The option to make use of the services of the Clinical Research Unit (Policy 6.3).
 - v. The option to apply for a role in one of the Institute's Research Themes (Policy 2.2).
3. Annual Renewal Process:
- a. Memberships are renewed annually in October. Renewal is "opt-in"; i.e., an active process to be initiated by the Member.
 - b. An invitation to submit a renewal will be sent to all Members by the Administrative Office annually in mid to late September. The annual renewal date will be the last business day of October.
 - c. The renewal application will include:
 - i. A completed and signed Membership Renewal Form².
 - ii. An updated Research Profile, based on the template available.
 - iii. An updated CIHR Academic CV.
4. Evaluation of Participation
- a. Priority for access to all Institute resources (including funding, research space, as well as access to shared and core facilities) will be given to active Members who demonstrate their involvement or commitment to child health research through one or more of the following criteria:
 - i. A professional career focus in child health care delivery in medical or allied health disciplines.
 - ii. A research focus in childhood disease or preservation of child health, as supported by research grants and contracts, production of technology to improve child health, direct monitoring of child health research trainees, and publication of new knowledge and insight into child health.
 - iii. Active collaboration in a child health research project.
 - iv. An active role in reviewer panels for grants and awards applications.
 - v. Regular attendance at and participation in Research Rounds.
 - vi. Participation in the Mentorship Program for New Investigators.
 - vii. Service on Board or Operational Committees.
 - viii. Participation in Child Health Research Day (in October) and the Teddy Bears' Picnic (in May).
 - ix. Clear affiliation with the Institute in publications and in all communications related to child health research.
 - b. The Institute reserves the right to suspend Member benefits and privileges based on failure to renew membership or show participation.



5. Lapsed Memberships

- a. Failure to complete and submit a renewal application by the deadline set will result in suspension of Member benefits and privileges.
- b. Non-renewed Members will be kept on file for a period of 12 months. Submitting a completed renewal application during this time will result in immediate re-activation of benefits and privileges. After 12 months, the Membership will lapse and a new application must be submitted according to Section V-1 above.

VI Responsible Office(s)

This Policy is approved by the CEO and Scientific Director, and is owned by the Resource Manager.

VII References

1. Membership Application Form (available at www.chrim.ca)
2. Membership Renewal Form (available at www.chrim.ca)



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Approval, CEO and Scientific Director, CHRIM

Signature



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Date

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