

WCHRI Academic Membership Guidelines

Updated May 2021

Academic membership requirements are subject to amendment. All members must remain compliant with guideline requirements.

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1.0 Membership overview

Membership in the Women and Children's Health Research Institute (WCHRI) is open to those who are committed to making a difference in women and/or children's health through research. Our Institute and its academic members engage with stakeholders and organizational partners to increase the impact and reach of women and children's health research locally, nationally and internationally.

All members must actively contribute to and participate in advancing the WCHRI mandate, mission and vision.

2.0 Eligibility

All membership applications to WCHRI must align with our membership relevance requirements. WCHRI academic membership is open to:

- Full-time University of Alberta academic staff leading a program of independent research.
- Clinical academic colleagues with a primary appointment in the Department of Obstetrics and Gynecology at the University of Alberta.

Limitations accessing funding opportunities apply for new members and priority areas defined by WCHRI. Exceptions include new recruits with an academic appointment of *less than one year* at the time of membership application approval.

2.1 Membership approval

WCHRI reserves the right to assess membership applications and determine application outcomes. All memberships are subject to WCHRI approval.

2.3 Membership transitioning

Members with a current in-training and affiliate status that are eligible to apply as academic members must apply for membership.

Transitioning between membership categories is the responsibility of the member. Documentation and/or application is required to evidence eligibility and meet requirements for the category to which the member wishes to transition to.

2.4 Member renewal and re-application

Members that do not wish to renew their membership at the time of the renewal request may re-apply as new members at an alternative/ preferred time. Refer to eligibility for further information.

3.0 Academic membership application

All WCHRI academic members must evidence a meaningful commitment to advancing women and children's health through research. Applications for academic membership must be complete and correct upon submission. Where information is not submitted to WCHRI, application requests will stall pending amendment by the applicant. Membership approvals are offered only after administrative and peer-review, as determined by WCHRI. Applicants are advised to apply early as consideration of application may take up to 30 days.

4.0 Academic membership renewal

All WCHRI academic members are required to maintain their membership annually. Membership renewal will be requested using a WCHRI academic membership renewal form. Academic membership will automatically be terminated if membership renewal is not requested.

5.0 Membership contributions and participation

Application to WCHRI constitutes member agreement to work with and support advancing the WCHRI vision, mission and strategic plan.

Opportunities to contribute and participate include:

- Participation in WCHRI events including annual participation at WCHRI Research Day.
- Serve on grant review panels and other committees, when invited.
- Collaborate with, network and mentor other WCHRI members to forward research interest and build success advancing the WCHRI mandate.

6.0 Research resources

WCHRI offers members access to a number of research resources to support advancing research in women and children's health.

Interruption to membership status terminates funding program opportunity access and/or commitments and may affect research platform and/or service access.

6.1 Grants and awards

WCHRI offers strategic and competitive funding opportunities through in-training grants and award programs, operating grants and strategic program opportunities. Refer to the grants timelines on our website for information on our funding opportunities.

In-training awards and support programs

- Summer studentship award program
- Graduate studentship award program
- PaCET
- Postdoctoral fellowship award program
- Trainee Travel grant program

Operating grant programs

- CRISP grant program
- Innovation grant program
- SKEP

Strategic programs

- Letters of support
- Leveraged funding opportunities
- Resident Research grant program

6.2 Research platforms

Research platforms assist researchers by providing project consultation and implementation services. Platform services are offered at subsidized rates. Access to service is subject to availability of resources.

- Biostatistics
- Data coordinating centre
 - REDCap
- Study management and clinical trials support
- Lois Hole Hospital Women's Research Centre
- Knowledge Translation (KT) planning
- Patient and community engagement
- Qualitative research support

6.3 Research support

- Networking
- Events and learning opportunities
- Research Day
- Opportunities to connect and network with foundation representatives and donors
- Member promotion and media opportunities

7.0 Application review process

Membership applications are reviewed and recommended for approval by WCHRI provided evidence of satisfactory research productivity and direct alignment with membership relevance requirements. Membership applications may also be subject to peer-review as determined by WCHRI. All academic members are posted on our website to support academic member networking and promotion and to support and inform our stakeholders.

In the event of discrepancy between membership information posted on the website and formal notification, WCHRI written notification constitutes the final outcome.

7.1 Membership peer-review process

WCHRI applies relevance and WCHRI research themes to allocate membership applications for peer-review, where peer-review is required. Peer-review may be engaged at WCHRI's discretion to establish precedence and ensure acceptability of memberships.

8.0 Institutional sponsorship

WCHRI supports the University of Alberta's efforts to ensure the highest standards of research and scholarship practice and behaviour. Members assert that all information provided to WCHRI adheres to research policies and procedures in place at the University of Alberta. WCHRI reserves the right to request institutional confirmation of assertions contained in any member submission or application.

Misrepresentations of authorship, credentials or research support may result in termination of membership. Please refer to UAPPOL for further information on the University of Alberta's [research and scholarship integrity policy](#).

9.0 Communications and acknowledgements

Members may be contacted to support communication initiatives. Membership renewal requirements may also require completion of information to support internal and/or stakeholder interests. All members are required to accommodate and/or participate in communications initiatives (as requested).

9.1 Promotion of WCHRI member research contributions

All members are to contact WCHRI Communications where publication, public messages or presentation is expected to lead to media engagement or exposure.

9.2 Recognition of WCHRI affiliation

Members are to list their WCHRI affiliation in manuscripts submitted for publication as well as include membership acknowledgement on curricula vitae, biosketches and in their (email) signature block.

10.0 Membership termination

Members must actively contribute to advancing the WCHRI vision, mission and strategic plan. WCHRI reserves the right to end membership where unsatisfactory or insufficient documentation exists to evidence or establish membership eligibility.

Changes to membership and eligibility to hold membership must be reported to WCHRI without delay. This includes, but is not limited to, any changes to the terms of employment since the approval of WCHRI academic membership.

In the event that documentation requirements and/or non-compliance with membership and/or renewal requirements are not met, members are transitioned to affiliate member status.

11.0 Contact information

Questions may be referred to wcgrants@ualberta.ca.