

Membership Guidelines

The McCaig Institute is a multidisciplinary research and training facility focused on bone and joint health. It is based at the University of Calgary's Cumming School of Medicine, and includes members from faculties across campus and across the province. It is strongly connected to the Alberta Bone and Joint Health Institute and Alberta Health Service's Bone and Joint Strategic Clinical Network.

The institute's activities are supported through the coordination of research infrastructure and training. It is enriched by a community of researchers and educators that foster the success of fellow members and trainees, all working toward improved patient outcomes.

The McCaig Institute is comprised of **Full Members** and **Associate Members**. To apply for membership, please see the McCaig Institute Membership Application Form. Completed applications will be reviewed by the McCaig Institute Executive Council. Successful applicants will be asked to give a brief presentation on their research history, current projects and future directions (15-20 minutes). Presentations will be used to identify potential collaborations and will occur as part of the weekly McCaig Institute Seminar Series. Membership at the institute will be reviewed annually. Any recommendations for changes to a membership must be submitted to the Executive Council for approval.

Why are there two membership types? An important reason for having Full Member and Associate Member categories is that, in accordance with the policies of the Cumming School of Medicine on dual memberships (Appendix A), faculty need to declare a primary affiliation. Both types of members are critical to the success of the institute, and collaboration between institutes and other related entities is highly encouraged. **Full Members** will typically hold physical space such as an office or laboratory in the institute, whereas **Associate Members** may have another primary institute membership, or are not located primarily on the University campus.

What do our members do? All McCaig Institute members contribute to enhancing the quality of bone and joint health clinical care, research and education. Our members advocate for the institute's programs and program needs, and assist in raising awareness of the institute and fostering its financial support. We all contribute to the institute's goal of achieving high international standards, and support and enhance the synergy of the institute's activities with local, national and international programs.

Each member adheres to the operating principles and to the values of the institute. Often we are asked to respond to media inquiries and other opportunities to contribute our expertise and views to the public. In support of the institute, we provide requested information for the McCaig Institute's annual report each year. We always exhibit professional behavior and ethical standards in the workplace.

A current list and profile of our members is maintained on the McCaig Institute website.

Part 1: Membership Types

An **Associate Member** will have a strong interest in bone and joint research, education and clinical application, but does not hold research space within the McCaig Institute or lead an independent research project. Associate members include researchers whose primary affiliation is with another institute, faculty appointed at other institutions in Alberta, clinicians who have a significant interest in institute research activities and collaborations, or professionals working in the health sector.

A **Full Member** will have an active, independent research program that aligns with the McCaig Institute Strategic Plan, and operates active research, education and clinical activities within the footprint of the McCaig Institute. They often have an office and/or research lab at the institute. Examples are academic faculty who hold an appointment at the University of Calgary, or clinicians with significant research or educational activities aligned with the institute.

Although not an official membership category, we recognize there are many professionals, supporters and other **Friends of the McCaig Institute** who may not fit into the above categories. If this is the case, then we strongly encourage you to express your interest to mccaig@ucalgary.ca. You will be included in institute communications and activities such as e-mail bulletins and newsletters that provide updates on institute activities and invitations to events. Completion of the formal membership application is not required; just an e-mail to express interest.

Part 2: Membership Expectations

Associate Members are expected to contribute as a team member to the institute in the form of research, education or clinical activities. They will participate in institute committees and related activities, provide mentorship and/or education to fellow members and trainees (e.g. graduate student supervision committees, internal grant review, etc.), and participate in institute events. If appropriate, the member should notify and provide appropriate recognition to the institute in interviews, articles, presentations and other scientific material. **Productivity is assessed** by intellectual contributions to institute activities (e.g. not solely serving as a source of patient recruitment or data), publishing as an author or co-author in high-ranking scientific/clinical journals, participation on peer-review grants from provincial, national or international agencies, invitations to major symposia and invitations to review manuscripts for journals.

Full Members are expected to productively participate in the research, education and community goals of the institute and are required to maintain an independent research program. Independence is defined by actively submitting peer-reviewed grants as the principal investigator, securing competitive funding support and supervision and mentorship of students, fellows and other trainees. Full members will contribute to the success of the McCaig Institute through leadership in the form of providing mentorship to fellow members, utilizing and participating in the internal grant review process, teaching affiliated courses and programs, participation in committees, task forces and working groups and participation in public events to represent the institute. The member should alert the McCaig Institute Communications team of media requests, and provide appropriate recognition of the institute in interviews, published articles, presentations or other scientific material. **Productivity is assessed** by intellectual contributions to institute activities (e.g. not solely serving as a source of patient recruitment or data), publishing as primary or senior author in high-ranking scientific/clinical journals, applying for and maintaining peer-reviewed grant funding from provincial, national or international agencies, teaching, participation on grant reviews/panels, training high quality personnel, invitations to major symposia, invitations to review manuscripts for journals and general service to the institute and field of bone and joint health.

Part III: Membership Benefits

An **Associate Member** will benefit from institute support for their research through promotion via the institute communication outlets, access to core facilities and services (membership rates where applicable), access to competitive trainee and research grant support via collaboration led by a full member, opportunities for collaboration with other institute members and invitations to McCaig Institute events for the primary investigator, their trainees and staff (scientific meetings, symposia and seminars.) Touchdown office space may be arranged if required.

A **Full Member** will receive all the benefits afforded to Associate Members. Additionally, they will have access to programs for mentorship and career development, competitive access to McCaig Institute trainee programs, priority consideration for research program funding that may be developed by the McCaig Institute with our strategic partners and participation in a multi-disciplinary environment that promotes education, collaboration and research excellence. Laboratory space is determined at the time of appointment, and establishment support (i.e. start up funds, equipment access) will be determined in collaboration with the Department/Faculty. All space is subject to ongoing productivity, and the 'one office' allocation policy shall apply.

Appendix A

RESEARCH | RESEARCH INSTITUTE POLICY STATEMENTS

Policy Statement on Institute Membership

February 2004

1. Institute membership is the individual choice of faculty members - nobody **MUST** be a member but opting out has a significant opportunity cost.
2. It is agreed that all faculty members who meet minimal requirements should be encouraged to join an Institute: the tents are large but membership is not guaranteed.
3. Institute membership does not imply that an individual will be part of a specific Institute program: programs and priorities are set by the Institutes.
4. An individual can only be a primary member of one Institute. This restriction is primarily for space planning. It is possible to be a secondary member of several Institutes.
5. The same rules will apply to members from the Alberta Health Services who are not faculty members (if such exist) and to members from other faculties or universities.

Policy Statement on Dual Institute Membership

January 2009

While this option is available, it often presents both practical and strategic challenges, and so we tend to discourage it (full membership in one Institute, associate membership in one or more others, is the usual model).

If you believe that dual full membership is important to you, the approval procedure is as follows:

1. Written agreement of the two Institute Directors. This should include a clear assignment of responsibility for research space.
2. Written support of the Department Head that dual membership is in the interests of the faculty.
3. A request for dual full membership - with the above documentation and a brief justification - should be sent to the Senior Associate Dean Research for approval. It is preferred that this be provided electronically.

<http://cumming.ucalgary.ca/research/institute-policy-statements>