

ATLANTIC HEALTH PROMOTION RESEARCH CENTRE

MEMBERSHIP GUIDELINES

(approved by Management Committee, April 2015)

Eligibility and acceptance for membership status in the **ATLANTIC HEALTH PROMOTION RESEARCH CENTRE (AHPRC)** is the decision of the Executive Committee with approval from the Management Committee. Potential members are assessed for eligibility based upon criteria appropriate to the membership level and their position.

AHPRC has the right to revoke membership if it is deemed that a member is not actively contributing to the research of the Centre or is not in good standing.

To be in good standing all members must be committed to the research goals of the Centre and must provide their updated CV (or Resume if appropriate) to the Centre's office annually by the deadline of July 01st of each year. Members must exhibit professional behaviour and ethical standards in the workplace as per Dalhousie policies.

There are five categories of membership:

- Senior Research Scholar
- Associate Research Scholar
- Affiliate Research Scholar
- Student Research Scholar
- Honourary Research Scholar

1. Senior Research Scholar

The normal period of membership for Senior Research Scholars is three years and is renewable.

Criteria:

- Typically Full or Associate Faculty member at Dalhousie University.
- Engaged in research that is clearly relevant to one or more of the theme areas of the Centre.
- Expert in one or more of the theme areas of the Centre as evidenced by research funding, as well as a publication record that includes knowledge dissemination activities locally, nationally and internationally.
- Evidence of recent or current peer-reviewed grant funding support (e.g. national or provincial funding agencies, charitable granting bodies) within one or more of the theme areas of the Centre as a primary applicant or co-applicant.
- Evidence of scholarly productivity relevant to the priorities of the Centre.

Roles & Responsibilities:

Expected to make substantial contributions to Centre activities. As such, one needs to:

- Take an active role in no less than two Centre activities per year. Examples include: peer review of research proposals, helping to organize and/or speak at seminars, informing strategic research directions, and Chairing or acting as a Member on Centre committees including Executive Committee.
- When Principal Investigator, incorporate funding into grant proposals for Centre grant-paid staff (e.g., paid tasks for Administrative Assistant). Under exceptional circumstances, this may be waived.
- Acknowledge Centre affiliation, in CV, in email signature line (with other affiliations), and where possible and appropriate, in publications, at media events and presentations relevant to Centre purpose/research focus.
- Acknowledge in publications and presentations (where possible and feasible) in-kind Centre support.
- Provide one copy (electronic or hard copy) of peer-reviewed published articles for that year (when submit CV July 01st).
- Participate actively in the Centre's mentoring of Associate Research Scholars. This might include formal mentoring activities (e.g., peer review of manuscripts prior to submission for publication) and/or informal activities (day-to-day assistance with research issues).
- Provide permission (in a timely fashion) to display information about research and other University-related activities, on the website, and agree to be included in our database of experts.
- Agree to be listed on the Centre's distribution list and to receive email notices.

Opportunities:

Members will be provided access to various supports/resources/activities including:

- Researchers within one's field(s) of study and related fields who are engaged in collaborative and innovative studies.
- Knowledge of, and access to, highly productive research teams.
- Support for grants through Centre letters of support.
- In-kind supports for research grants (e.g., assistance with budgets, cv modules, peer review of draft grant proposals and publications).
- Formal and informal activities with researchers and students in one's field of study and beyond. This includes researchers and students both in Canada and internationally.
- A pool of trained Research Assistants/Research Co-ordinators.
- Assistance with the dissemination of key research findings and research interests through the Centre's website and other dissemination activities.
- A pool of graduate students working in the area of prevention research.

2. Associate Research Scholar

The normal period of membership for Associate Research Scholars is three years and is renewable. Associate members are eligible for promotion to the Senior Research Scholar level at any time upon fulfilling the necessary criteria for that category of membership.

Criteria:

- Typically an Assistant, Associate or Full Faculty member of Dalhousie University or another university, or Scientific Staff at health care Centre or research Centre locally, nationally, or internationally engaged in one or more of the Centre's theme areas or a closely-related area of study.
- Postdoctoral Fellow or other senior trainee, engaged in one or more of the theme areas of the Centre.

Roles and Responsibilities:

Members are expected to make meaningful contributions to, and participate in, Centre activities. As such, one is expected to:

- Take an active role in at least one Centre activity per year. Examples are: peer review of a proposal in one's area of expertise, participation in seminars, informing strategic research directions.
- Acknowledge Centre affiliation, in CV, in email signature line (with other affiliations), and where possible and appropriate, in publications, at media events and presentations relevant to Centre purpose/research focus.
- Acknowledge the support of Centre's support (in-kind), as applicable.
- When Nominated Principal Investigator, and if mutually agreed to by Centre and Nominated PI, incorporate funding into grant proposals for Centre grant-paid staff (e.g., paid tasks for Administrative Assistant).
- Assist with mentoring Centre's students, when appropriate.
- Attend Centre activities (e.g., public events) when possible.
- Provide permission to display required individual information on website and be included in our database of experts.
- Agree to be listed on the Centre's distribution list and to receive email notices.
- Provide one copy (electronic or hard copy) of relevant peer-reviewed published articles for that year (when submit CV July 01st).

Opportunities:

Members will be provided access to various resources/activities including:

- Networks of researchers and students working on innovative, collaborative studies.
- Knowledge of, and access to, highly productive research teams.
- Centre support (in-kind) and letters of support, as applicable.
- Eligible to serve on Executive Committee.

- Formal and informal activities with researchers and students in one's field of study and beyond. This includes researchers and students both in Canada and internationally.
- A pool of trained Research Assistants/Research Co-ordinators.
- Assistance with the dissemination of key research findings and research interests through the Centre's website, when appropriate.
- A pool of graduate students working in the area of prevention research.

3. Affiliate Research Scholar

The normal period of membership for Affiliate members is from one to three years.

Criteria:

- A non-academic who assists with, and supports a theme area.
- An administrator at a provincial, national or international, governmental or non-governmental, organization that supports any theme area of the Centre.

Roles & Responsibilities:

Members are expected to play a role in the activities of the Centre. As such, one is expected to:

- Take an active role in one Centre activity per year, if asked.
- Attend the Centre activities (e.g., public events), when possible.
- Provide permission to display required individual information on website and be included in our database of experts, if appropriate.
- Agree to be listed on the Centre's distribution list and to receive email notices.

Opportunities:

Members will be provided access to various supports/activities including:

- List membership in CV/resume.
- Participate in research grants as a research team member (e.g., co-applicant or collaborator) as appropriate.
- Access the expertise of Centre Senior Research Scholars and Associate Research Scholars, on an as needed basis.
- Network with researchers and students working on innovative, collaborative studies.

4. Student Research Scholar

The normal period of membership for Student Members is one-to-two years. Renewal for PhD students, will occur when appropriate.

Criteria:

- Graduate student (MA) in the Dalhousie Masters of Health Promotion program, or

- Graduate student (MA, MSc, PhD) working with a Senior or Associate Research Scholar of the Centre.

Roles and Responsibilities:

Members are expected to play a role in the Centre. As such, one is expected to:

- Attend (when possible) Centre-hosted events (e.g., public events).
- Manage and/or assist with the organization of one Centre-hosted event (e.g., guest speaker event).
- Present research (when possible) at an internal or open meeting/event, including presentation prior to a thesis defence.
- Provide permission to display appropriate research and personal information on website.
- Agree to be listed on the Centre's distribution list and receive email notices.

Opportunities:

Members will be provided access to various supports/activities including:

- List membership in CV/resume and as part of signature line on correspondence but only during the period of time when one holds membership.
- Participate in a research grant (e.g., proposal development), as appropriate.
- Participate in Senior Research Scholars' and Associate Research Scholars' research workshops, as appropriate.
- Access research expertise of Senior Research Scholars and Associate Research Scholars, as appropriate.

5. Honourary Research Scholar

Honourary memberships are awarded. They recognize individuals who have made significant contributions to the goals of the Centre. Typically, the Executive and Management committees will only award two Honourary memberships each year. These are life time memberships.

Criteria:

- Previously a faculty member at a University or previously worked as a key stakeholder in AHPRC research areas.
- Have made key contributions to the priority areas of the Centre.

Roles & Responsibilities:

Honorary Research Scholars are expected to provide their wisdom and expertise, as appropriate.

Opportunities:

Honorary Research Scholars will be provided access to various supports/activities including:

- List membership in CV/resume and as part of signature line on correspondence.
- Participate in Senior Research Scholars' and Associate Research Scholars' research workshops, as appropriate.

- Participate in research grants as a research team member (e.g., co-applicant or collaborator) as appropriate.
- Interact through formal and informal activities with researchers and students in one's field of study. This includes researchers and students both in Canada and internationally.