



## NETWORK INVESTIGATOR MEMBERSHIP POLICY AND PROCEDURES

<b>CANet - Policies and Procedures</b>	<b>CANet Network Investigator Membership</b>
<b>Effective: October 22, 2015</b>	<b>Review: Annually Approved: October 22, 2015</b>

### Introduction

The Cardiac Arrhythmia Network of Canada (CANet) is committed to finding innovative solutions to reduce premature death and suffering caused by heart rhythm disturbances (arrhythmias). These solutions will also lead to economic and/or social benefits for the Canadian population. All CANet Network Investigators are encouraged to nominate new Network Investigators for Research Management Committee consideration to ensure that the Network continues to thrive, demonstrates meaningful accessibility to new members, and maintains its innovative nature.

### Purpose

The purpose of this policy is to define eligibility requirements and the process for becoming a CANet Network Investigator.

### Definitions

A Network Investigator is a person who:

- Is employed or otherwise given academic status by a Participating Institution who is responsible for a specific aspect of Network Research
- Has been accepted as an Investigator in the Network by the Board of Directors
- Has signed the Acknowledgment attached as Appendix A to the Network Agreement

### Eligibility

To be eligible for nomination, an Investigator must meet at least one of the following criteria:

- Hold a full-time faculty position (minimum of Assistant Professor level or its equivalent) at a Canadian University or Research Hospital/Institute
- Hold or have held peer-reviewed funding for ongoing research (though Tri- Council level funding is not a prerequisite, information about success in obtaining such or other funds will be requested and considered in the assessment)
- Have a history as a distinguished researcher and be able to add value to the Network as a result of this experience

Employees of Canadian corporations who do not meet any of these criteria may still participate in the Network as collaborators on Network projects, if a project-specific agreement is executed between the institutions involved in that project, the Network, and the corporation.

## **Avenues of Entry into CANet for Research Investigators**

As a general principle, participation in CANet is open to the entire scientific community in Canada that is undertaking research within the context of CANet's mission and vision (see <http://canet-nce.ca/canet-profile>).

For those Canadian researchers interested in participating in the Network, there are three avenues leading to Network participation for researchers:

1. As a Principal Investigator within an open or targeted RFA
  - Periodically, CANet will hold targeted Requests for Applications (RFAs) or be involved with other organizations in research areas specific to CANet's mission and vision. Researchers obtaining CANet funds through this process are required to join the Network.
2. As a Co-Investigator on a currently funded project
  - Co-investigators can be nominated for inclusion in the Network by existing Principal Investigators within the Network, where the proposed co-investigator brings expertise and resources to a currently supported project within the Network.
  - The new investigator would be expected to share existing funds within an approved Network-supported project and to bring additional cash and in-kind resources to bear on this project in the future resulting in a value-added to the overall project outcomes and training opportunities.
3. As a Scientific Leader of a Collaborating Site on a currently funded project or Network HQP Program
  - Co-investigators can be nominated for inclusion in the Network by existing Principal Investigators, Research Leaders within the Network, or the Scientific Director where the proposed co-investigator brings expertise and resources to bear upon activities that promote a) training opportunities for highly qualified entrepreneurial personnel (HQP) within the Network or b) new HQP opportunities related to non-CANet supported research projects in areas consistent with CANet's mission and vision.

## **Duties and Obligations of CANet Network Investigators**

As fulfillment of membership, all CANet Network investigators are expected to:

- Embrace the spirit of collaborative research
- Follow guidelines in Network Host Agreement
- Participate in multi-disciplinary integrated research projects creating added value
- Achieve milestones on CANet sponsored research projects
- Provide CANet administrative office with abstracts/manuscripts arising from Network-sponsored research or support 40 days prior to the date of presentation or publication
- Report IP disclosures and other activities to the CANet Administrative office
- Participate in the CANet Annual Scientific conference
- Participate in at least one theme meeting annually
- Acknowledge CANet funding in publications and presentations

- Provide medical, engineering, and social sciences graduate departments with information about CANet training programs
- Annually submit NCE progress reports (including statistics) and updated CVs to CANet Administrative Office, when applicable

In signing the Acknowledgement attached as Appendix A of the CANet NCE Standard Agreement, a Network Investigator agrees to the terms and conditions of the Network Agreement with respect to the following:

- Publications
- Patents
- Confidential Information and Transfer of Material
- Conflict of Interest and Research Ethics
- Records and Reports

The Network Investigator shall use reasonable efforts to attract complementary research funding to enhance his or her CANet-supported program/project and will participate on Network committees and in other Network activities as required.

### **CANet Membership Benefits**

All CANet Network Investigators are entitled to the following membership benefits:

- Integrated, multi-disciplinary research collaboration opportunities
- Networking opportunities, such as the CANet annual conference, theme meetings and project meetings (including travel, accommodation, meal allowance and paid registration)
- Access to funding for integrated multi-disciplinary research projects
- Funding support to train highly qualified personnel (graduate students and post-doctoral fellows)
- Ability to facilitate the recruitment of junior faculty
- Access to experts to evaluate and manage IP
- Opportunities to share equity in spin-off companies
- Opportunities to share revenue from commercialization of Network-supported intellectual property
- Opportunities to get involved in international R&D collaborations
- Access to arrhythmia pre-clinical models
- Access to, and the ability to share arrhythmia R&D employment opportunity postings on the CANet web site and internal newsletter
- Patent searches and competitive analysis
- Dissemination opportunities for CANet research results to the scientific community and the public
- Subscription to monthly and quarterly electronic CANet internal newsletters
- Access to member-restricted area of CANet web site
- Recognition of participation in Network in CANet annual report and website

## Procedure for Nomination for CANet Network Investigator Status

To become an approved Network Investigator eligible for CANet research and HQP awards, the following must be submitted to the attention of CANet's Scientific Director (Dr. Anthony Tang):

1. Letter of nomination from an existing CANet Network Investigator. The letter should not be shared with the applicant and should be forwarded directly to CANet's Network Director (Dr. Bryce Pickard - [bpickard@canet-nce.ca](mailto:bpickard@canet-nce.ca)).
2. A statement (maximum two pages, single spaced, 12 point font) from the applicant describing each of the following:
  - a. Why the applicant wishes to join the Network
  - b. How the applicant's research is relevant to the Network's mission and vision
  - c. An overview of the applicant's current research investments and how the applicant's research relates to the Network's goals
  - d. The potential for collaborations with other CANet Network Investigators
  - e. The contribution that the applicant expects to make to the Network
3. Full Curriculum Vitae (Common CV format – CIHR/NSERC/SSHRC)

Applications will be assessed by the Research Management Committee according to:

- The relevance of the applicant's research interests and outcomes and how those fit with CANet's strategic and operational goals and the Network
- The applicant's potential for promoting new collaborations within and beyond the Network
- The potential contribution of the applicant to the Network, and Network projects and partnerships
- The expertise and credentials of the applicant

## Approval Process

1. The Research Management Committee (RMC) reviews applications and prepares a recommendation to the Board of Directors.
2. The Board of Directors reviews the recommendation and applications and makes the final decision regarding approval.

## Membership Review Process

1. Applications for membership will be considered on an as-needed basis throughout the year.
2. Applicants will be notified concerning their membership applications at the earliest possible date.
3. Please note that in order for Network membership to take effect, both the applicant and his or her institution or corporation must sign the CANet Standard NCE Network Agreement.
4. Membership of existing Network Investigators will be reviewed every 2 years in order to ensure:
  - a. CANet Network Investigators are engaged committed participants
  - b. CANet members understand the value of network membership in its broadest sense.