

Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 4	Number 002-RSJ-H
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<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: RSJ-H Scientific Director

1.0 PURPOSE

Different categories of relationship with RSJ-H have been established to clearly define the criteria for each category. These categories allow for the inclusion of researchers and learners who do not meet the CIHR definition of Researchers and colleagues of RSJ-H Affiliate researchers to participate in the research community at SJHH. This policy outlines the various categories and the privileges and responsibilities associated with each.

2.0 DEFINITIONS

Independent Researcher (derived from CIHR definitions <http://www.cihr-irsc.gc.ca/e/34190.html>)

An individual who:

- is autonomous regarding their research activities; and
- has an academic appointment which:
 - allows the individual to pursue research projects, to engage in independent research activities for the entire duration of the project(s), to supervise trainees, and to publish the research results; and
 - obliges the individual to conform to institutional regulations concerning the conduct of research, the supervision of trainees, and the employment conditions of staff paid with CIHR funding.

3.0 CATEGORY OF ASSOCIATION WITH RSJ-H

3.1 Affiliate

Application to be considered for AFFILIATE with Research St. Joseph's - Hamilton (RSJ-H) is dependent on the following criteria:

- Must have their primary research location at St. Joseph's Healthcare Hamilton (SJHH);
- Must have a common curriculum vitae (CCV) prepared to Research St. Joseph's – Hamilton guidelines;
- Must qualify as an independent researcher as defined by CIHR (refer to definition under 2.0 *Definitions* above).

3.2 Endorsed Affiliate

Application to be considered for ENDORSED AFFILIATE with Research St. Joseph's - Hamilton (RSJ-H) is dependent on the following criteria:

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- Must work closely with at least one Affiliate of RSJ-H;
- Must have the endorsement of at least one Research Lead of RSJ-H. This endorsement can be in the form of a formal letter or email proposing the candidate researcher as an endorsed affiliate;
- Must have a common curriculum vitae (CCV) prepared to RSJ-H guidelines;
- Must qualify as an independent researcher as defined by CIHR (refer to definition under 2.0 Definitions above).

3.3 Associate

Application to be considered for ASSOCIATE with Research St. Joseph's - Hamilton (RSJ-H) is dependent on the following criteria:

- Must have their primary research location at St. Joseph's Healthcare Hamilton (SJHH);
- Must have a common curriculum vitae (CCV) prepared to Research St. Joseph's – Hamilton guidelines.

3.4 Learner

Application to be considered for LEARNER with Research St. Joseph's - Hamilton (RSJ-H) is dependent on the following criteria:

- Must be a registered learner with an institution affiliated with St. Joseph's Healthcare Hamilton or the Research Institute;
- Must have a RSJ-H Affiliate or Endorsed Affiliate as supervisor;
- Must have a common curriculum vitae (CCV) prepared to Research St. Joseph's – Hamilton guidelines.

4.0 PRIVILEGES

4.1 Affiliate

- Researchers with an Affiliate relationship with RSJ-H will be given full eligibility to the following services, free of charge:
- Opportunities to apply for internal research grant and awards (these awards will be considered on a competitive basis) as available;
- Opportunities to have their students apply for internal research awards (these awards will be considered on a competitive basis) as available;
- Access to on-line research training (Good Clinical Practice [GCP], lab training, Collaborative Institutional Training Initiative [CITI] etc.);
- Access to RSJ-H compliant research standard operating procedures;
- Space to conduct research, access to the animal facility, and access to common equipment based on availability and at the discretion of the SJHH Vice President Research / RSJ-H Scientific Director;
- Clinical trial insurance for investigator initiated research compliant with in force insurance coverage;
- Research Information Technology (IT) set-up and assistance on SJHH sites;
- Internal research contract review and negotiations;
- Ability to open third-party research accounts;
- Consultation with Research Administration regarding research resources, conduct and/or procedures;

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- Access to the finance department for all research related advice, grant financial reporting and research financial planning;
- Human resources support;
- Research funds may be held by researchers within RSJ-H;
- Support in negotiations with McMaster University and other institutions where applicable.

4.2 Endorsed Affiliate

Researchers with an Endorsed Affiliate relationship with RSJ-H will be given full eligibility to the following services, free of charge:

- Access to on-line research training (Good Clinical Practice [GCP], lab training, Collaborative Institutional Training Initiative [CITI] etc.);
- Access to RSJ-H compliant research standard operating procedures;
- Research Information Technology (IT) set-up and assistance on SJHH sites;
- Consultation with Research Administration regarding research resources, conduct and/or procedures;
- Contracts will only be reviewed by Research Administration for research conducted at SJHH where there is a RI Affiliate as co-investigator.

4.3 Associate

Researchers with an Associate relationship with RSJ-H will be given full eligibility to the following services, free of charge:

- Opportunities to apply for internal research grant awards (these awards will be considered on a competitive basis) as available;
- Access to on-line research training (Good Clinical Practice [GCP], lab training, Collaborative Institutional Training Initiative [CITI] etc.);
- Access to RSJ-H compliant research standard operating procedures;
- Clinical trial insurance for investigator initiated research compliant with in force insurance coverage;
- Research Information Technology (IT) set-up and assistance on SJHH sites;
- Internal research contract review and negotiations;
- Ability to open third-party research accounts;
- Consultation with Research Administration regarding research resources, conduct and/or procedures;
- Access to the finance department for all research related advice, grant financial reporting and research financial planning;
- Human resources support;
- Research funds may be held by researchers within RSJ-H;
- Support in negotiations with McMaster University and other institutions where applicable.

4.4 Learner

Researchers with a Learner relationship with RSJ-H will be given full eligibility to the following services, free of charge:

- Opportunities to apply for internal student research grant awards (these awards will be considered on a competitive basis) as available;

- Access to on-line research training (Good Clinical Practice [GCP], lab training, Collaborative Institutional Training Initiative [CITI] etc.);
- Access to RSJ-H compliant research standard operating procedures;
- Research Information Technology (IT) set-up and assistance on SJHH sites;
- Consultation with Research Administration regarding research resources, conduct and/or procedures;
- Access to the finance department for all research related advice, grant financial reporting and research financial planning.

Researchers who do not have a relationship with RSJ-H will not have access to any of the above privileges.

5.0 RESPONSIBILITIES

All categories of researchers of RSJ-H will be expected to comply with RSJ-H policies and applicable SJHH policies as well as perform the following duties as part of their membership responsibilities:

- Must have, and maintain, a common curriculum vitae (CCV) prepared to Research St. Joseph's – Hamilton guidelines - to be submitted to Research St. Joseph's - Hamilton annually on April 1st;
- Endorsed Affiliates must provide a letter of endorsement from their Research Lead at the time of their initial application;
- Must participate in the research community. Such participation includes, but is not limited to, participation in RSJ-H committees, fund-raising events, meetings with prospective donors/ investors, availability for media interviews, attendance and presenting at appropriate rounds;
- Must collaborate with Research Administration and Public Affairs to promote research being conducted;
- Must ensure staff are appropriately trained (with documentation) and supervised;
- Must develop a productive research program with the intent to publish results - must acknowledge RSJ-H as an affiliation when publishing;
- Encouraged to have multiple connections with various SJHH research programs;
- Must maintain at least one active research study or be in collaboration with other researchers in the research process;
- Must notify Research Administration should their eligibility for their affiliate category change.

6.0 REFERENCES

CIHR definition of Independent Researcher: <http://www.cihr-irsc.gc.ca/e/34190.html>