

Membership and Occupancy in the ALBERTA DIABETES INSTITUTE (ADI)

Terms of Reference

A) Membership Categories

“General Member” – University of Alberta Faculty Appointees whose engagement in diabetes research is demonstrated through the generation of original publications in peer-reviewed literature and presentations at scientific forums. General members are expected to actively seek external funding and/or contract revenue in support of his/her research.

“General Occupant Member” – General Members (see above) that are assigned office and/or research space at ADI to support their research activities. Occupants must abide by ADI’s and the Faculty of Medicine and Dentistry’s (FOMD’s) policies and procedures for space and resource usage. ADI membership is mandatory in order to occupy office or research space at ADI.

“Clinical Member” – University of Alberta Clinical Appointees (e.g., Clinical Investigators, Clinical Scholars, Clinical Teachers) whose engagement in diabetes research is demonstrated through the generation of diabetes-related clinical trials in collaboration with ADI researchers, as well as publications of trial results in peer-reviewed literature and presentations at scientific forums.

“Clinical Occupant Member” – Clinical Members (see above) that are assigned office and/or research space at ADI to support their research activities. Occupants must abide by ADI and the Faculty of Medicine and Dentistry’s (FOMD’s) policies and procedures for space and resource usage. ADI membership is mandatory in order to occupy office or research space at ADI.

“Adjunct Member” – Eligible Adjunct Appointees will be Faculty diabetes researchers at other universities and scientific institutions affiliated with the ADI. Career contributions to diabetes research are demonstrated through original publications in peer-reviewed literature, presentations at scientific forums or clinical research.

“Emeritus Member” – Distinguished and long-term ADI members whose career contributions to diabetes research have been significant. Upon retirement, these individuals will be nominated for appointment by the Research Coordinating Committee (RCC). Emeritus Members receive lifetime Membership and are exempted from annual reporting.



B) Criteria and Obligations of Membership

Members of the ADI are expected to:

- i. Be actively engaged in diabetes-related research as demonstrated by:
 - Funding applications/successes (internal, external)
 - Distinctions, media coverage
 - Peer-reviewed publications
 - Presentations
 - Trainee supervision
 - Clinical trials
- ii. Participate in committees, boards, strategic retreats or other working groups when requested by ADI
- iii. Acknowledge the ADI in publications, grant applications, presentations and media events. Also, encourage their students, technicians, post-doctoral fellows or other people under their supervision to similarly acknowledge ADI in presentations
- iv. Participate along with trainees in the annual ADI Research Day, weekly seminar series, and other programs aimed at communicating diabetes research
- v. Promptly inform the ADI of any new, major research initiatives and high-impact achievements in their area of diabetes research in order for these to be recorded and communicated by the ADI. Also, inform ADI in advance of any press releases or media events associated with diabetes research
- vi. Provide ADI with administrative updates as requested, including contact information, research and funding updates, annual reports, survey feedback, and (for Occupant Members) space usage and staffing information
- vii. For Occupant Members – inform ADI of any requirements for workspace, lab space or other infrastructure needs in ADI space associated with grant applications PRIOR to submission
- viii. Support the vision and mission of the ADI



C) Privileges of Membership

All Members of the ADI receive the following benefits:

- **Affiliation**
 - Strength through association with a world-class institute focused on diabetes research in a unique, multi-disciplinary environment
- **Promotion**
 - Effective representation and promotion of all Members' accomplishments in the context of the Institute's mission via website, social media, reports, brochures, media events, conferences and investor/donor relations
- **Events and Programs**
 - Research Day: an annual event to showcase and communicate the research of all Members and their trainees
 - Regular Speaker Seminar Series: a platform for communicating diabetes research and for trainees to develop public speaking skills
 - International research exchange program with funding
 - Expertise for guiding technology development and translational research
- **Trainee Awards and Travel Bursaries**
 - Opportunities to apply for funding in support of summer (undergraduate), graduate and post-doctoral fellows conducting research through annual stipends as well as for expenses related to travel and presentation at conferences
- **Core Services**
 - ADI provides Core services in support of research that directly benefit PIs by means of preferred access and subsidized rates where possible
- **Clinical Research Unit**
 - Maintained by ADI and used by numerous researchers for translating research into clinical health solutions. Preferred access and support are given to diabetes researchers
- **Research Funding**
 - ADI administers a number of competitive grant opportunities in support of discovery, translational, clinical, health care delivery and population health research



Occupant Members receive additional benefits:

- **General ADI Administration**
 - Reception, orientation for visitors, website and telephone queries, deliveries, etc.
- **Research and Office Space**
 - ADI's space within the Li Ka Shing Centre offers occupant members office space, trainee touchdown space, wet and dry lab research space and shared resources (see below)
- **Shared Amenities**
 - Provision and upkeep of numerous support facilities within ADI, such as walk in fridges/ freezers, animal procedural space, dishwashers, autoclaves, audiovisual and meeting spaces

D) Selection and Approval of New Members

- i. Those interested in becoming ADI members should review the terms of reference and ensure they can fulfill the criteria and obligations (see 'B'). Applicants should forward the following to the ADI (see address below):
 - Letter of request for membership and indication of membership category (see 'A'), a description of their current position and contact information, and a brief description of their area(s) of research interest emphasizing the relation to diabetes;
 - Letter of support from an existing general or clinical member;
 - Up-to-date curriculum vitae
- ii. The Director will forward applications to the Research Coordinating Committee members for review and approval. Approval of membership will be based on a majority decision by the current members of the Research Coordinating Committee (RCC)
- iii. Applicants may be asked to make a presentation of their research at the ADI seminar series or another ADI sponsored event

Submit Membership Applications to:

Alberta Diabetes Institute
1-002 Li Ka Shing Centre for Health Research Innovation
University of Alberta
Edmonton, Alberta, Canada
T6G 2E1
acrawfor@ualberta.ca



E) Membership Renewal

- iv. Memberships are for a 3 year period, with renewal subject to a formal review process by the RCC that determines whether the conditions for membership still exist and obligations of membership were sufficiently satisfied over the previous 3 year period. Based on a vote by non-conflicted RCC members, membership will be fully-renewed, probationary, or discontinued. The ADI also reserves the right to review and/or revoke memberships at any time under exceptional circumstances.

F) Acceptance of ADI Terms of Reference

By signing below I acknowledge that I have read and agreed to the ADI Membership and Occupancy Terms of Reference.

Name (print)

Signature

Date

Membership Category

- ☐ General Member
- ☐ General Occupant Member
- ☐ Clinical Member
- ☐ Clinical Occupant Member
- ☐ Adjunct Member
- ☐ Emeritus Member