

## BC Children's Hospital Research Institute (BCCHR) Membership General Guidelines

BC Children's Hospital Research Institute (BCCHR) welcomes all those on or affiliated with the Oak Street Campus who are either connected to research in their work or training, or who are interested in research and would like to engage with the BC Children's Hospital research community. Details of the BCCHR mandate can be found in the [BCCHR Strategic Plan and Priorities](#). These guidelines describe the various categories of membership at BCCHR, along with the eligibility criteria, expectations, responsibilities, and benefits for each category.

### Types of BCCHR Memberships:

- A. Investigator
- B. Affiliate Investigator
- C. Investigator Emeritus/Emerita
- D. Trainee
- E. Research Community Member

*For further information on the benefits and resources available to BCCHR Investigators, Affiliate Investigators, Investigators Emeritus/Emerita and Research Community Members, please contact Research Services ([resinfo@bcchr.ca](mailto:resinfo@bcchr.ca)) or refer to the "[BCCHR Services Document](#)".*

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### A. Investigator

Investigators include Academic Researchers, Clinician Scientists/Researchers, and Practice-based Researchers who engage in research that benefits child health and serves the population of children and youth at BC Children's Hospital and in communities across BC, the Yukon, and beyond.

BCCHR is a research institute supporting research. While we recognize the importance of Quality Improvement and Quality Assurance (QI/QA) activities, our membership is intended to support those whose work is primarily classified as Research. Some of an Investigator's projects may be classified as QI/QA; however, if all of their work is QI/QA, they would not qualify for Investigator level membership. Please seek support outside of BCCHR. If you are unsure, see the definitions below:

**Research** is a systematic investigation designed to produce generalizable knowledge that can be applied beyond the immediate setting, often requiring formal ethics review and rigorous methodology.

**Quality Improvement/Quality Assurance (QI/QA)** involves evaluating or enhancing existing processes within an organization to improve performance, safety, or outcomes, focusing on local application rather than generalizable results.

**Eligibility Criteria:**

- Investigator (e.g., Academic Researcher, Clinician Scientist/Researcher, Practice-based Researcher) **engaged in child health research.**
- Holds a primary university faculty appointment in BC or the Yukon—either a grant-/partner-/tenure-track or tenured academic faculty, clinical faculty, lecturer, or adjunct position—that allows the Investigator to apply for and hold external research funding, OR holds both a university appointment AND a BC Children’s Hospital clinical position.
- Has an up-to-date [ORCID](#).
- Aligned with one of the four [Research Themes](#) at BCCHR:
  - **Brain, Behaviour & Development**
  - **Childhood Diseases**
  - **Evidence to Innovation**
  - **Healthy Starts**
- Evidence of Knowledge Mobilization (KM). In alignment with [DORA principles](#), KM includes (but is not limited to) presentations, reports, policy briefs, and peer-reviewed publications.
- Membership application has support from the Theme Director of the applicant’s chosen Theme and the Senior Executive Director of BCCHR.

**Expectations to maintain membership:**

- Maintains evidence of Knowledge Mobilization (KM) activities—ensures ORCID is up to date and includes all KM activities.
  - Minimum is two (2) KM activities per three (3) years (on a case-by-case basis).
- Participates meaningfully in Research Institute’s and/or chosen Research Theme’s activities (strategic planning meetings/retreats, trainee seminars, etc.).
- Adheres to the university policy and BCCHR guidelines on resource allocation (where applicable).

**Responsibilities\*:**

- Directs and develops a productive and independent research program that is competitive at the international level (*as applicable to their level of research and protected research time*) and contributes significantly to the advancement of BCCHR’s strategic priorities and the advancement of child health.
- Supervises, trains, and mentors research institute-based research students and/or trainees (Graduate Students/ Postdoctoral Fellows/Clinical Residents or Fellows) OR as a mentor in another capacity—where applicable to the Investigator’s role.
- Fiscally responsible for the support of their academic activities, including procurement of salary/stipend for technical & academic member(s) of their team (achieved through grant applications to internal and external sources or available alternative sources).
- Ensures their ORCID is up-to-date. (*Note: please check with the BCCHR ORCID Coordinator for support with ORCID*).
- Actively participates in BCCHR’s collective activities (e.g., committees, mentoring groups, seminars, trainee programs, etc.).
- Adheres to BC Children’s Hospital, PHSA, university, and hospital policies governing the conduct of research and professional practice.
- Responds to BCCHR’s requests for information (space, funding, personnel, etc.) relevant to the institute’s accountability and reporting needs.

- Acknowledges/identifies BC Children’s Hospital affiliation in grants, publications, presentations, media, etc.
- Provides notice to BCCHR should change in other research institute affiliation occur and/or change in academic appointment (e.g., retirement, moving institutions out of province).

\*Review of adherence to responsibilities will be completed every 3 years for Investigators—or as needed to ensure compliance.

**Benefits/Research Institute Commitments:**

Key benefits related to the resources, programs, and services for a BCCHR Investigator include the following:

- Eligible to hold awards from BCCHR or apply for internal funding opportunities that support child health focused research projects.
- Access to equipment within the core facilities at BCCHR, which includes state-of-the-art facilities for genomic, cell, and molecular biology, flow cytometry, 3TMRI imaging, and more\*.
- An Investigator’s trainees are eligible to apply for all BCCHR Trainee Awards Programs (if their research is related to child health) and participate in the Research Education Office curriculum, which includes workshops, seminar series, training opportunities, etc.
- Access to [BCCHR services](#) for the Investigator and their research team\* (Research Services; Finance; Facilities; Integrated Research Informatics Services; Communications; Research Technology & Development Office; Clinical Research Support Unit; Research Education; Mentorship Program; Health Economist; Inclusion, Diversity, Equity, Allyship & Anti-Oppression Office; Research Project Management Unit, etc.).

*\*Note, many of these services are provided on a fee-for-service model.*

**B. Affiliate Investigator**

The Affiliate Investigator category includes former BCCHR Investigators who have moved academic institutions outside BC and the Yukon OR individuals who have primary affiliation with a research institute that only allows one primary research institute (i.e., Investigator level) affiliation. Such appointments are rare and are granted only if they are considered important to the success of a Theme’s research program. An Affiliate Investigator membership is valid for a 1-year period and must be renewed annually. Justification for renewal, as well as endorsement from Theme Director, must also be obtained.

**Eligibility Criteria:**

- Has a research program that supports child health.
- Significant engagement in a research program that is closely aligned with a Theme. Such alignment may include the development or implementation of large-scale research projects.
- Has primary research institute affiliation with an institute that only allows one primary affiliation.
- Has an up-to-date [ORCID](#).
- Endorsement from the Theme Director and support from the Senior Executive Director of BCCHR for membership application.

*Note: Former Investigators who have moved to positions at locations outside of the BC or Yukon may hold Affiliate Investigator status until their research program on the Oak Street Campus concludes (i.e., trainees graduated, funding closed, etc.).*

**Responsibilities:**

- Actively participates in a Theme within BCCHR.
- Adheres to BCCHR, PHSA, university, and hospital policies governing the conduct of research and professional practice.
- Responds to BCCHR’s requests for information related to annual membership renewal.

**Benefits/Research Institute Commitments:**

As this is a secondary affiliation, BCCHR is not responsible for providing any direct or indirect infrastructure support. Key benefits related to resources, programs, and services include the following:

- Individuals in this category are welcome to participate in academic activities (e.g., seminars/events).
- Access to BCCHR services provided on a fee-for-service/cost-recovery basis (e.g., CRSU, Core Facilities, etc.).
- Trainees of Affiliate Investigators working at BCCHR may participate in Research Education activities—where space permits—however, Trainees are not eligible for funding opportunities.
- Limited access to additional BCCHR administrative services.

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**C. Investigator Emeritus/Emerita**

This category includes former Investigators who wish to maintain a connection with BC Children’s Hospital Research Institute in their retirement. A retired researcher who still leads an active research program may elect to remain as an Investigator, or be listed as an Investigator Emeritus/Emerita.

No additional application is required. Retired Investigators can contact [resinfo@bcchr.ca](mailto:resinfo@bcchr.ca) to update their membership.

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**D. Trainee**

This category includes Graduate Students, Postdoctoral Fellows, and Clinical Residents/Fellows. Trainees may be based on the Oak Street Campus or off-site; those who are off-site may need to come to the Oak Street Campus to access some resources.

No application is required. Trainees automatically become BCCHR members through the Onboarding process upon arrival, done in conjunction with their BCCHR research supervisor.

**Eligibility Criteria:**

- Primarily supervised by a BCCHR Investigator.

**Benefits/Research Institute Commitments:**

- Eligible for trainee research funding (if their research is related to child health), such as salary awards, travel awards, and sponsorships.
  - Eligible to participate in the Research Education Office curriculum which includes workshops, seminar series, training opportunities, etc.
  - Eligible for program support including access to the Research Education Office, Research & Technology Development Office, Clinical Research Support Unit, Clinical Research Professional Development Program, etc.
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**E. Research Community Member**

This category includes individuals who are connected to research or wish to be a member of the BC Children's Hospital Research Institute community, but who would not be classified in one of the above categories.

**This category includes:**

- Healthcare Professionals
- Research Staff (lab managers, technicians, research assistants, etc.)
- Administrative Staff
- Students (undergraduate and medical students)
- Volunteers
- Patient Partners

Research Staff, Administrative Staff, Students, and Volunteers automatically become BCCHR Research Community Members through the Onboarding process upon arrival, done in conjunction with their BCCHR research supervisor. Healthcare Professionals and Patient Partners who are collaborating with BCCHR Investigators can also be onboarded by the Investigator or a designated member of the Investigator's Research Team.

**Eligibility Criteria:**

- Connected to research at BCCHR.

**Benefits/Research Institute Commitments:**

- Receive BCCHR newsletters with the latest research news and events.
- Invitations to attend special research events and activities (workshops, seminar series, etc.).
- Access to the internal [ResearchHub](#) Intranet for BCCHR resources and support services.
- Collaboration and networking opportunities with other BCCHR community members.

Disclaimer: BCCHR reserves the right, at its sole discretion, to modify, amend, or update these membership guidelines at any time without prior notice. Any such changes will become effective upon publication or distribution, and continued membership or participation constitutes acceptance of the revised guidelines.