

AllerGen NCE Inc. Policies and Procedures	RES-02 – New Network Investigator
Effective: 28 March 2006	Review: Annually Approved: 28 March 2006 Annual Review: 9 April 2007 Annual Review: 17 June 2010 Annual Review: 16 June 2011 Annual Review: 19 November 2012 Annual Review: 18 November 2014 Revised and Approved: 23 November 2015 Revised and Approved: 29 May 2016

NEW NETWORK INVESTIGATOR POLICY

Purpose:

The purpose of this policy is to define eligibility and processes for becoming an AllerGen Network Investigator.

Policy:

AllerGen's mandate is to promote collaborative and networked research that will provide economic and/or social benefits to the Canadian population. Network Investigators are encouraged to nominate new Network Investigators for Research Management Committee consideration in order that the Network continues to thrive, demonstrate meaningful accessibility to new members and to maintain its innovative nature.

Approvals:

The research, collaboration and leadership credentials of all nominated Network Investigators are subject to review by the Research Management Committee. All candidates for membership are subject to final approval by the Board of Directors.

Definitions:

Network Investigator means a person:

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

Advantages of Network Investigator Status:

Network Investigators are eligible to:

- apply for peer-reviewed research funds from AllerGen NCE Inc.;
- access core facilities funded by AllerGen;
- access Highly Qualified Personnel (HQP) programs, where restrictions apply;
- participate in the Annual Scientific Meeting;
- attend all relevant Network events;
- access expert advice *via* the Network-Supported Intellectual Property (NSIP) Advisory Committee; and
- access other professionals and experts, including commercialization and knowledge mobilization mentors.

Network Research means research projects supported by Network funds and carried out under the supervision of Network Investigators.

Eligibility:

To be eligible for nomination, an applicant must:

- Hold a full-time faculty position (minimum of Assistant Professor level or its equivalent) and/or medical doctor/specialist 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); or,
- 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 either 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.

Duties and Obligations of Network Investigators:

1. In signing the Acknowledgement attached as Appendix A of the AllerGen NCE Inc. Standard NCE Network Agreement, a Network Investigator agrees to the terms and conditions of the Agreement with respect to the following:
 - Publications
 - Disclosure and Commercialization of Network - Supported Intellectual Property Advisory Committee (NSIP)
 - Confidential Information and Transfer of Material
 - Conflict of Interest and Research Ethics
 - Records and Reports
2. The Network Investigator shall use reasonable efforts to attract complementary research funding to leverage their AllerGen-supported project, in the form of cash and/or in-kind contributions from project partners.

3. Participate on Network committees and in other Network activities as required.
4. Network Investigators are expected to **take an active role in**: developing and implementing programmatic projects; training students and postdoctoral fellows; sharing unpublished data, special techniques and platforms with other Network Investigators; and, developing partnerships and liaisons with other funding agencies, policy makers and the private sector.

Avenues of Entry into the AllerGen NCE Network for New Research Investigators:

As a general principle, participation in AllerGen is open to the participation of the entire scientific community in Canada that is undertaking research within the context of AllerGen's mission and vision.

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

- 1. Nominated by an AllerGen Investigator on a Current, AllerGen-Funded Project:**
 - New Investigators can be nominated for inclusion in the Network by existing Principal Investigators within the Network, where the proposed Investigator brings expertise and resources to a currently supported project within the Network.
 - The new Investigator would be expected to bring additional cash and/or in-kind resources to bear on this project in the future resulting in a value-added to the overall project outcomes and training opportunities.
- 2. As a Researcher, Providing Strong Support for HQP on Non-AllerGen-funded Projects, but within the AllerGen Legacy Mandate:**
 - Investigators can be nominated for inclusion in the Network by existing Principal Investigators, Research Leaders or the Scientific Director within the Network where the proposed Investigator brings expertise and resources to bear upon activities that promote training opportunities for Highly Qualified Personnel (HQP) within the Network or new HQP opportunities related to non-AllerGen supported research projects in areas consistent with AllerGen's mission, vision and mandate.
- 3. As an Investigator within an Open or Targeted RFA:**
 - AllerGen holds targeted Requests for Applications (RFAs) in research areas specific to AllerGen's mission and mandate. Only AllerGen Network Investigators can apply for AllerGen funding opportunities. Network Investigators may list Co-Investigators who are not already in the Network in their applications. The nomination process will be initiated for these Co-Investigators.

Procedure for Nomination for AllerGen Investigator Status through Avenues 1 and 2:

To become an approved Network Investigator eligible for AllerGen research and HQP programs and awards through avenues 1 or 2 as outlined above, the following must be submitted to the attention of AllerGen's Scientific Director:

1. Letter of nomination from an existing AllerGen Investigator. The letter should not be shared with the applicant and should be forwarded directly to AllerGen's Managing Director
2. A statement (maximum 2 pages single spaced font 12) from the applicant describing:
 - a. Why he/she wishes to join the Network;
 - b. How the applicant's research is relevant to a Network programmatic research project or projects;
 - 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 Network Investigators; and,
 - e. The contribution that the applicant expects to make to the Network
3. Full *Curriculum Vitae* (CV) (Tri-Council CV module or common CV)

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

- The relevance of the applicant's research interests and outcomes and their fit with AllerGen'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; and,
- The expertise and credentials of the applicant.

Applications for membership will be considered on an as-needed basis throughout the year.

Applicants will be notified concerning their membership applications at the earliest possible date.

Please note that in order for Network membership to take effect, both the applicant and his or her institution or corporation must sign the AllerGen NCE Inc. Standard NCE Network Agreement.