

INFLAMMATION RESEARCH NETWORK



Terms of Reference

Vision

Reducing the burden of inflammatory diseases

Mission

1. To conduct research on mechanisms of inflammation.
2. To offer a training environment where principles of the pathophysiology of inflammation can be taught.
3. To enhance Faculty programs relevant to inflammatory diseases in concert with the activities of local, national and international institutions.
4. To promote the transition of clinical findings focusing on basic mechanisms of inflammation and reciprocally, rapidly bringing new findings to bear directly on clinical care.

Preamble

Membership in the Inflammation Research Network (IRN) is an active process. Every member is expected to make an ongoing contribution to the functions of the Group, and to share with other members of the Group an interest in better understanding the inflammatory process and/or the contribution of inflammation to disease processes. A major focus of the IRN is the training of the next generation of inflammation researchers. All members of the Group should be active in the education of graduate students and/or post-doctoral fellows (non-medical and medical).

Membership Categories

For Faculty with a primary appointment and laboratory space at the University of Calgary, there is one level of membership. Termed “Full Member-Onsite” with an associated fee of \$500 per year, this level of membership affords access to common equipment/space, presentation slots within the group’s seminar series and IRN social events to those on site. Offsite Faculty, can be a Full Member, Associate Member or an Honorary Member of IRN. Offsite members are not subject to the aforementioned membership fee. While the opinions of all members of the IRN are valued, there will be circumstances in which only Full Members (onsite and offsite) of the Group will have voting privileges.

Chair

The Chair shall be a full member of IRN and shall be selected by voting of Full Members, with a two-thirds majority required for carrying the decision. The normal term of the IRN Chair is 3 years with a possible 3 years renewal pending a two-thirds majority vote by Full Members. The IRN Chair should remind members of the end of his/her term 6 months in advance and initiate the selection process of the new Chair.

Responsibilities of the Chair

- IRN administration and regular business meetings.
- Organization and administration of the group budget.
- Work with the IRN's designated infrastructure representative to monitoring the utilization of group common space and equipment.
- Representation of Group at the Departmental and Institute levels when required.
- Provide an annual report for dissemination of our accomplishments to the Institute, Faculty, international members, and any other interested party.
- Initiate the organization and assembly of the organizing committees of BIW and KIW.

Full Member-Onsite

Full Member-Onsite is the single membership level for all full-time faculty members who are located at the University of Calgary.

Benefits

- Full access to group equipment, seminar slots and storage space within the IRN designated space (if necessary and based on proportional usage, members may be asked to contribute financially to maintenance or replacement costs of group equipment).
- IRN representatives will work with the Snyder Institute to best arrange laboratory, PI and trainee office space as outlined and agreed upon in Faculty appointment contract.
- Interaction and support from a dedicated group of investigators with expertise in a variety of inflammation related areas (e.g. mentorship, internal grant peer review, etc.)
- Voting on all IRN-related issues brought forward at the monthly business meetings.

Expectations

- Commitment to the IRN vision, mission and stated goals.
- Active contribution to inflammation research and acknowledgement of IRN affiliation on research publications and presentations.
- Active contribution to IRN's mandate to promote undergraduate, graduate and postdoctoral training. IRN members are highly encouraged to serve as members of trainee graduate supervisory committees, and play active roles in the career development of all trainees. Furthermore, IRN members may be required to provide peer review/feedback for trainee scholarship, fellowship and job application documents.
- Attending and encouraging their lab members to attend the IRN seminar series on a regular basis and present a seminar.
- Contribute to a general IRN account with an annual fee (\$500). The funds will contribute to essential IRN activities, including those that directly benefit trainees and members, and help develop core research equipment and facilities.
- Attendance at IRN business meetings on a regular basis, and whenever possible attendance at annual retreat events.
- Support of the social and team-building activities of IRN.

Full Member-Offsite

Full Member-Offsite are full-time faculty members not located at the University of Calgary.

Benefits

- Interaction and support from a dedicated group of investigators with expertise in a variety of inflammation related areas (e.g. mentorship, internal grant peer review, etc.)
- Input on group activities and strategic directions via attendance at twice yearly virtual Business Meetings.
- Voting on all IRN-related issues brought forward at the monthly business meetings.

Expectations

- Commitment to the IRN vision, mission and stated goals.

- Active contribution to inflammation research and acknowledgement of IRN affiliation on research publications and presentations.
- Active contribution to IRN's mandate to promote undergraduate, graduate and postdoctoral training. IRN members are highly encouraged to serve as members of trainee graduate supervisory committees, and play active roles in the career development of all trainees. Furthermore, IRN members may be required to provide peer review/feedback for trainee scholarship, fellowship and job application documents.
- Attendance at IRN twice yearly virtual business meetings, and whenever possible attendance at annual retreat events.

Associate Member-Offsite

Associate Member-Offsite are full-time faculty members not located at the University of Calgary.

Benefits

- Input on group activities and strategic directions via attendance at twice yearly virtual Business Meetings.
- Support from individual group members and group initiatives for research programs, where applicable.

Expectations

- Commitment to the IRN vision, mission and stated goals.
- Contribution to IRN research and educational activities.
- Support of the social and team-building activities of the IRN.

Honorary Members

This membership category will be open to individuals at the University of Calgary or at other institutions with an interest in inflammation research who directly supported the IRN or its members in research endeavors, such as participation in group grants, frequent collaboration, educational activities, or regular participation to IRN-organized conferences (BIW and KIW). As such, Honorary membership could be granted to IRN Members retiring from their academic position. Honorary Members would not receive IRN correspondence unless specifically relevant to them, would not attend IRN Business meetings and do not have voting privileges.

Nomination for Honorary membership would be initiated by an IRN Full Member (onsite or offsite) and ratified by Full Members (see procedures).

Procedures

An individual who wishes to become a member of IRN must write to the Chair of the Group expressing this wish. The letter must include:

- a statement of the reasons for requesting membership in the IRN, including an outline of what the individual feels they can bring to the Group, and an outline of what the individual feels the Group can offer to them. In particular, applicants for membership should outline their research interests, potential for collaboration with IRN members, career plans, interest in undergraduate and post-graduate education, and any other relevant information.
- the membership category that is being sought (Full Member-Onsite, Full or Associate Member-Offsite).
- an up-to-date curriculum vitae that includes the individual's track record in inflammation research (publication record, grant support) and training of graduate students, undergraduate teaching and post-doctoral fellow supervision.

For Full Member-Onsite requests, the Group will then ask the applicant to deliver a seminar as part of the IRN Seminar Series.

After discussion by all members of the Group, the Full Members (onsite and offsite) will vote on whether or not the applicant should be approved for membership. Approval will require at least a two-thirds majority.

Recruitment

IRN representatives will work with the Snyder Institute and their respective Departments to provide input on the recruitment needs within the group. During the recruitment process, IRN representatives will work with all parties to find alignment with common research interests that might justify positioning new faculty within IRN space.

Revision of Terms of Reference

The terms of reference will be revisited on a regular basis.