

## CIRA AFFILIATION GUIDELINES

There are two types of affiliation with the Center, individual and project. In some instances, they are simultaneous. For example, the Principal Investigator (PI) of an affiliated research or training project automatically is affiliated as an individual.

### A INDIVIDUAL AFFILIATION

**A.1 Automatic affiliation:** The following individuals will be affiliated automatically. If not already available, they will be asked to provide a brief description of research interests and other related information for inclusion on CIRA's webpage and in CIRA's publicity as appropriate:

- Faculty or Investigators who are receiving salary support from the Center grant (P30)
- Members of the CIRA Executive Committee (other than CIRA staff)
- PIs or investigators on affiliated projects, affiliated sub-contracts (domestic or foreign)
- Members of the CIRA Community Advisory Board. Note that CAB Members PIs on CIRA sponsored pilot projects are not required to affiliate with a Core.
- Individuals of affiliated training grants.
- CIRA sponsored Visiting International Scholars who have a sustained research project/partnership with a CIRA affiliated scientist.
- Members of working or special interest groups established by CIRA (excluding ad hoc committees).

**A.2 Other individual affiliation:** The affiliation process for individuals who do not qualify for automatic affiliation is as follows:

- The individual will submit to the Executive Director (ED) a brief letter describing her/his desire to affiliate and a brief description of his/her research interests.
- The ED will inform the individual about the benefits and responsibilities of affiliation (see Sections C and D of this document for more detail).
- The ED will introduce the application at an Executive Committee meeting and the Committee will review and vote on affiliation
- The individual will receive written notice of the affiliation decision. If affiliation is approved, the individual's profile and research interests will be added to the CIRA website.
- In consultation with the newly affiliated individual and in response to their experience and research interests, the individual will be assigned membership to one of CIRA's Cores.

### B PROJECT AFFILIATION

Affiliation with CIRA entitles access to a variety of Core services<sup>1</sup>. There are two points in their development phase at which projects can be affiliated with CIRA.

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<sup>1</sup> For the purposes of defining services available to CIRA affiliated individuals and projects, a distinction is made between affiliated projects that are run through and managed by the Center and affiliated projects managed outside the Center. A broader array of services is available to those research and training projects managed at CIRA.

- 1) HIV/AIDS research and training projects **that are ongoing**, and were not identified for affiliation at the time the grant application was submitted or the research initiated, may be affiliated at any point during the project period.
- 2) Research and training projects for which grant applications **are being developed**, but have not yet been awarded, and for which the project PI expresses an intention to affiliate, are eligible for pre-submission services. Upon funding, they may be affiliated and become eligible for additional services.

**B.1 Ongoing HIV/AIDS research and training projects** that are funded and/or ongoing and that were not identified for affiliation at the time the grant application was submitted.

- 1) The project PI will communicate with CIRA's ED his/her intent to affiliate the project. Together, they will establish agreement that affiliation with the Center is appropriate.
- 2) The PI will send to CIRA's ED a one-page abstract describing the project and demonstrating its relevance to CIRA's mission.
- 3) The ED will ensure that the PI is aware of both CIRA's available services and the ways in which affiliated projects and individuals are encouraged to contribute to the Center (see Sections C.2 and D of this document for more detail).
- 4) The project will be reviewed at an Executive Committee meeting and its affiliation will be voted on.
- 5) The applicant will be informed in writing of the decision of the Executive Committee and, if approved, both the project and its PI will remain affiliated with CIRA as long as the criteria necessary for affiliation continue to be maintained (described under Section E of this document).
- 6) Newly-affiliated PIs will receive an orientation package describing the Center and various services available to it.
- 7) An announcement of the newly affiliated grant will be featured in the CIRA *eBulletin*.
- 8) The project abstract will be added to CIRA's webpage, as will the PI bio (if it is not already on the webpage)

**B.2 New research and training projects** that PIs anticipate affiliating with CIRA. Note that projects funded through CIRA's Pilot Projects in HIV/AIDS Prevention Research program will follow the specific pre-submission procedures associated with those programs and, upon funding, will be automatically affiliated and subject to the same benefits and obligations of affiliation. For all other projects for which affiliation will be sought, the following procedures are encouraged:

- 1) The project PI will discuss with CIRA's ED, her/his intent to affiliate. The ED will review pre-submission services and affiliation obligations with the PI. (see Sections C.1. and D of this document for more detail)
- 2) The PI will provide to CIRA offices, as soon after they are available as possible, 1) the project abstract, including key personnel, 2) the project face page or its equivalent, 3) the date of the CIRA peer review, if applicable.
- 3) Once the application has been funded, the PI will send the ED a copy of the notice of award, indicating her/his intention to complete the affiliation process (as

described in B.2.1 above).

## **C SERVICES AVAILABLE WITH CIRA AFFILIATION**

### **C.1 Pre-submission:**

**C.1.a Peer review:** This is a collegial process in which peers provide feedback on grant proposals and manuscripts. Ideally, these are face-to-face sessions in which the PI meets with the peer reviewers. When scheduling difficulties warrant it, these sessions may be conducted through email exchanges. Peer review sessions are scheduled upon request. Proposals may be submitted for peer review at any stage of development, from a concept sheet to a penultimate draft. Each Peer Review session includes representation from each of CIRA's Cores and the Community Advisory Board.

**C.1.b Core Consultations:** CIRA's Cores provide a range of support in the development of grant proposals. These services can be provided in one of three ways:

- Individual consultation with a member of the Core
- Core consultation: PIs may receive feedback from the Core at their monthly meeting.
- Peer review with Core representative participating.

**The types of Core consultations that are available are as follows:**

- Pre-submission IRM consultation: These consultations are meant to ensure that the research design and methodological and analytical plans of proposed research projects are of the highest quality.
- Pre-submission ethics consultation: CIRA encourages all affiliated research projects to schedule an ethics consultation through the Development Core prior to submission of their grant applications.
- Pre-submission consultation with the Community Research and Implementation (CRI) Core: All projects that intend to affiliate with CIRA, and that involve community-based research, are encouraged to schedule a consultation with the CRI Core. The CRI Core defines community-based research as research conducted in a community setting and/or in collaboration with a community partner.

**C.1.c Solicitation of community input:** CIRA is committed to the view that science is improved when it has taken community perspectives into consideration. The Center strongly suggests that PIs of research projects that are to be affiliated receive community input in the project. This service can be provided in several ways:

- Presentation at a Community Advisory Board (CAB) meeting: A PI developing a research project proposal may schedule a time to discuss his/her project at a CAB meeting. (Note: The CAB meets at least three times per year.)
- Peer review with CAB representative participating.
- Involvement of a community-based organization, or a representative for such an organization, in the development of the project and serving on the project in some capacity (e.g. as a consultant) if the project is funded.
- Presentation at a CRI Core meeting, or scheduled consultation with CRI Core, since CAB/community members are typically present at CRI Core meetings and can provide community perspectives.

**C.1.d Meeting with CIRA Assistant Director, Administration:** PIs intending to affiliate their research or training projects with CIRA should plan to discuss their project with CIRA's Executive Director. This meeting may be conducted via phone or in person, and is for the purposes of discussing, in general terms, budgeting matters, personnel issues, and overall administrative support offered by the Center in preparing grant applications.

**C. 2 Post-affiliation:** Once an award letter has been received, PIs should again contact CIRA's ED and confirm their desire to affiliate. The ED may request additional information, and will ensure that the request is formally voted on at a meeting of CIRA's Executive Committee. S/he also will ensure that PIs are aware of the various contributions associated with affiliation as well as the many services available to affiliated projects and investigators.

A complete list of CIRA Core services (CIRA Description of Services and Activities) is available from the Executive Director. A brief overview is found on CIRA's website. Services of particular interest to newly affiliated projects include:

#### **C.2.a Core Consultations**

- IRM consultations—Typically during the first six months of a research project, a meeting will be scheduled with the IRM Core to assist in developing a plan for implementing the research. This could involve meeting with an expert in data management and/or in statistical methods.
- Dissemination Consultation—A consultation with the CRI Core, or a member of the Core, will be scheduled at some point during the project period (preferably within the first year) to discuss a plan for disseminating research findings.

**C.2.b Budget Consultation:** For those research and training grants that will be managed at the Center, a meeting with the PI's Accountant is required for the purposes of discussing budgets, financial planning and monitoring, etc.

## **D OBLIGATIONS OF AFFILIATION**

**D.1** If a grant is being managed by the Center, timely submission of grant-related materials to CIRA is required to ensure maintenance of CIRA project files (e.g. project summaries for CIRA's annual Research Summary).

**D.2.** Support of CIRA's publicity and dissemination initiatives:

- PIs must be willing to have a research or training project description included on CIRA's webpage and in any publicity the Center puts out (as relevant).
- Citation of CIRA in any publications or presentations resulting from the project is required. Specific language that can be used for this purpose is available by contacting the Executive Director.
- Use of the CIRA template in slide and PowerPoint presentations of the project, whenever possible, is encouraged. The template is available from the Executive Director.

### **D.3. Miscellaneous:**

- Peer review of manuscripts deriving from the affiliated projects is strongly encouraged.
- Affiliated Researchers must be willing to serve on peer review and various CIRA related committees, as appropriate.
- Projects will be responsible for providing to CIRA, upon request, various documentation and updates (e.g., project summaries, lists of publications resulting from the project, key personnel lists, copies of annual reports or continuation applications, etc.) that may be necessary for preparation of Center progress reports.

## **E REVIEW OF AFFILIATION STATUS**

In an attempt to keep the list of CIRA Affiliates current, and to accurately reflect the participation of Affiliates in the Center, it is periodically necessary to review the affiliation status of Affiliates. Affiliates who meet one or more of the following criteria will no longer be considered affiliated, except upon request as described below.

1. The most current affiliated project on which a scientist was PI has been completed for 2 or more years, and no new potential affiliated grants are in the pre-submission stage or are pending and s/he is not a member of one of CIRA's cores, an Executive Committee member, or a member of the Community Advisory Board.
2. An Affiliate is no longer a member of one of CIRA's Cores or an Executive Committee member, and s/he has not affiliated a current project as PI or individually affiliated.
3. The project on which an Affiliate was an investigator, that allowed her/him to individually affiliate has been complete for 2 years or more, and they have no other affiliated projects or are not a member of a CIRA Core or the Executive Committee.

Affiliates who meet the above criteria, but who wish to remain affiliated can make a request to remain affiliated to CIRA's ED, who will consider each request on a case-by-case basis.