

Affiliate Member Policy

Approved by the Steering Committee, November 2019

This policy establishes procedures and expectations for individuals who are not part of funded CPCRN centers to participate in CPCRN as affiliate members. Members may include, but are not limited to, faculty members, researchers, or community partners.

Eligibility for Affiliate Membership

To be eligible for Affiliate membership, individuals must have interest in and capability to contribute to the mission and goals of the CPCRN. Affiliate members are expected to provide expertise that extends or broadens the ongoing work of the network. Affiliate members agree to represent themselves and not their institutions. Applicants must not have conflicts of interest.

Procedure for Becoming an Affiliate Member

Individuals seeking to become affiliate members must:

- Identify a current CPCRN Collaborating or Coordinating Center member who will serve as a sponsor.
- Download and complete the application form ([link](#)).
- Send the completed application form and a CV to the sponsor.
- The sponsor will add a brief paragraph describing what the affiliate applicant will contribute to the network.
- The sponsor submits the application to the Coordinating Center for referral to the Steering Committee.
- The Steering Committee reviews the application and determines if the affiliate membership will be approved.

Expectations of Affiliate Members

Affiliate Members are expected to participate actively in the work of the network. The specific role and contribution of the affiliate member will vary based on his or her interest and expertise and network needs. At a minimum, affiliate members must attend two or more workgroup calls or meetings per year and engage in at least one workgroup project or activity.

Benefits of Affiliate Membership

Affiliate members collaborate with a wide range of researchers in the cancer control research community. Affiliate members are listed in the CPCRN directory and are subscribed to CPCRN workgroup and network communications. Affiliate members participate in or co-lead efforts to:

- Conduct research
- Develop manuscripts, presentations, tools, or products
- Develop grant applications

Affiliate members do not become eligible to receive Special Interest Project funding from CDC; however, new funding opportunities may emerge as a result of an affiliate member's involvement with CPCRN. Workgroups are encouraged to delineate the roles and responsibilities of Affiliate Members in the initial stages of research, projects, manuscripts, grant applications and other activities. Data use agreements, if appropriate, should describe Affiliate members' access to and use of data originating from workgroup research.



Support for Affiliate Members

The Coordinating Center has some funds available to support affiliate members' participation in workgroups and other network activities. For example, the Coordinating Center has previously provided research incentive funds and travel funds for Affiliate members.

Removal and Reinstatement of Affiliate Membership

Affiliate members that do not meet minimum participation requirements will be deemed inactive and removed from network communications and activities. With a commitment to actively participate, membership can be re-established.