

## Terms of Reference for *IPinCH Associates*

This document defines the affiliation categories of:

- A. IPinCH Graduate Student Associate
- B. IPinCH Postdoctoral Associate
- C. IPinCH Associate

A. Graduate students who meet three criteria and make application to the IPinCH Project Director will be considered for the status and title of “IPinCH Graduate Student Associate.” The criteria are that the student must be (a) conducting research of interest to IPinCH but without IPinCH funding, (b) have funding from other-than-IPinCH sources, and (c) be willing to contribute to the IPinCH Knowledge Base, website, and/or other IPinCH resources or initiatives.

This role differs from a student who is an “IPinCH Research Assistant” in that it applies to a student doing her own research with non-IPinCH funds, not simply assisting someone else. An “IPinCH Graduate Student *Associate*” also differs from an “IPinCH graduate Student *Fellow*” in that a Fellow receives funding from IPinCH and is therefore considered a full member of the team, with additional responsibilities and benefits (such as potential funds for travel) linked to an IPinCH Fellowship.

An IPinCH Graduate Student Associate will be encouraged to contribute to IPinCH in whatever ways she/he can be of assistance, as long as it does not require IPinCH funds or become a burden in other ways. Contributions might include adding to Working Group discussions, the Knowledge Base, case studies (again, with funding from other sources), or to the IPinCH publication/presentation record. Both Graduate Student Associates and Fellows are welcome to join a Working Group based on their interests. They are also encouraged to participate in and develop a Graduate Student Forum on the project website.

Associate status will be considered for graduate students who either

- a) make a request to be associated with the project and meet the three criteria, or
- b) whose names are put forth by a team member for consideration.

Once the student’s name is put forward, the Project Director will ask the student to submit (a) her/his research proposal, (b) his/her CV, (c) a brief note from her/his primary supervisor indicating approval and support, (d) a succinct statement of proposed or potential contributions to the IPinCH Knowledge Base and/or other IPinCH products, (e) a statement that necessary funding or other needed resources are/will be available through non-IPinCH sources, and any other applicable supporting documents.

The title of “IPinCH Graduate Student Associate” will be conferred upon review of these materials by the Project Director. IPinCH Graduate Student Associates may be located at any university in the world.

A simple yearly report would be required to maintain “IPinCH Graduate Student Associate” status. The report, which is to be submitted every January, should list the student’s associations, activities, and publications or presentations relating to IPinCH themes or objectives over the past year. [see the attached template.]

**B. IPinCH Postdoctoral Associate**

The title of IPinCH Postdoctoral Associate may be conferred upon postdoctoral individuals who meet the same criteria as above. The application and annual reporting requirements are also the same as above.

**C. IPinCH Associate**

The title of “IPinCH Associate” may be conferred upon individuals who are not on the original team but who demonstrate through activities, interests, or contributions their shared commitments to IPinCH objectives and willingness to contribute substantially to the IPinCH Knowledge Base or other IPinCH products. The designation may be conferred by the Steering Committee after considering a nomination made by an IPinCH team member.

The applicant/nominee should submit (a) her/his CV, including activities and publications related to IPinCH issues, activities, or concerns, b) a succinct statement of proposed or potential contributions to the IPinCH Knowledge Base and other IPinCH products, and c) a statement that necessary funding or other needed resources are/will be available through non-IPinCH sources.

IPinCH Associates shall have the same annual reporting requirements as noted above.