



Procedure for the application, nomination and approval process for new members and new affiliates into the Asthma UK Centre for Applied Research

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Approved by: CMC group on 06/04/2020

1. Introduction

Asthma UK Centre for Applied Research (AUKCAR) is a collaboration of leading asthma and clinical research academics from Universities from across the UK, in addition to Asthma UK, people affected by asthma, NHS partners and other organisations. As AUKCAR grows and gains further funding, there will be an increase in the number of individual researchers involved in AUKCAR projects, and the number of collaborating organisations with research interests that align to AUKCAR. It is likely that some of these will want formal recognition as a member or affiliate of the Centre.

2. Purpose

To describe the procedure for the application, nomination and approval process for new affiliates or new members into AUKCAR.

3. Descriptions

3.1 Full Member status:

This refers to the grant-holders and 'named collaborators' on the Asthma UK Centre for Applied Research grant [AUK-AC-2018-01]. The AUKCAR partner organisations are listed in Appendix 1. The grant-holders are listed in Appendix 2.

3.2 Associate member status:

This refers to researchers/support staff from AUKCAR partner organisations working directly on AUKCAR-badged projects, Patient and Public Involvement (PPI) members that are not grant-holders, AUKCAR PhD students and core Centre staff (inc. Centre manager, Administrative staff, Communications and Digital Engagement Officer, Research Fellows).

3.3 Affiliate Member status:

This refers to researchers* that collaborate with AUKCAR members on a number of AUKCAR badged-studies, their research aligns with the aims of the Centre and they are an active participant within AUKCAR, but are not employed within one of the AUKCAR partner

organisations. This requires a formal application; decisions regarding affiliate status are taken by the Centre Management Committee (CMC).

*cascades to junior researchers and support staff working with affiliated members on AUKCAR-badged studies.

3.4 Collaborator status:

This applies to researchers from non-partner organisations working with AUKCAR full member researchers (e.g. they are co-applicant(s) on a grant where the lead applicant is a researcher from an AUKCAR partner organisation and the grant is badged as an AUKCAR project). Collaborator status is conferred automatically, if desired by the researcher (i.e. there is no formal application process).

NOTE: to be badged as an AUKCAR project – there will be explicit reference in the application to AUKCAR, how it will 'fit' with one or more of the AUKCAR programmes and/or platforms and how AUKCAR will support the project through costing and justification of administrative support, PPI work etc – see SOP_AUKCAR002

4. Procedure

(Diagram of procedure in Appendix 3)

4.1 Non-member or non-affiliate researchers not currently working with AUKCAR members on AUKCAR- badged projects that wish to become AUKCAR collaborators.

- 4.1.1 The researcher should approach and make links with one or more AUKCAR grant-holder(s) to discuss and develop a collaborative research project/programme or PhD studentship. The collaborative project/programme/studentship must fulfil the requirements to be badged as an AUKCAR study – see SOP_AUKCAR002 for badging research projects as an AUKCAR study.
- 4.1.2 Once funding is secured for this project/programme/studentship, that researcher (and others from their organisation also involved on that specific project) will become an AUKCAR collaborator(s).

4.2 AUKCAR Collaborators that wish to become AUKCAR affiliates.

- 4.2.1 As collaborators become more active in AUKCAR (e.g. on 2 major grants and aligning with our aims) they can either be invited, or apply, to join AUKCAR as an affiliate.
- 4.2.2 The collaborator provides a two-page CV and a short plan detailing the current involvement of their institution and planned future involvement.
- 4.2.3 Applications are submitted to the Centre Manager by email (aukcar.admin@ed.ac.uk).
- 4.2.4 Applications will be distributed to all CMC members and discussed at the next quarterly CMC meeting.
- 4.2.5 If the application is approved the collaborator will have affiliate status (see section 5.2 for benefits of having affiliate status).

4.3 Change in individual grant-holders

This could occur if say a grant-holder retires or leaves their current employment, or no longer wishes to be involved in the Centre.

4.3.1 The grant-holder should inform the Co-Directors and Centre Manager who can then inform The Asthma UK and British Lung Foundation Partnership and the CMC.

4.3.2 The following options are then available and will be decided on a case-by-case basis by the CMC:

- they can then be replaced by a named individual already identified
- they can be replaced when a suitable candidate has been identified
- they are not replaced

NOTE: the replacement may be recruited from outwith partner organisations, and where this is the case, they do not automatically become a grant-holder, but will be a 'named collaborator' within the Centre..

NOTE: replacements should be considered as unlikely unless the retiring grant-holder holds significant office which needs to be filled (e.g. Theme Lead).

4.4 Change of member status

4.4.1 At such time as a researcher ceases to work on AUKCAR badged studies(s) they cease their status as, 'affiliate' or 'collaborator'.

4.4.2 The status of Full and Associate Members from partner organisations that move to a non-partner organisation will be reviewed on a case-by-case basis.

5. Benefits and Responsibilities for Members, Affiliates and Collaborators:

5.1 Collaborator Status:

- Expertise and collaboration with AUKCAR researchers
- Administrative support from AUKCAR (e.g. social media, knowledge exchange and public engagement, impact, facilitating networking, HR etc)
- Access to the various platform capacity and capability
- AUKCAR Annual Scientific Meeting (ASM) attendance
- The opportunity for interaction with the AUKCAR International Advisory Board.

5.2 Affiliate status:

As for collaborator status above and also:

- Affiliate researcher's organisation and organisation logo listed on the AUKCAR website as an Affiliated Organisation.
- Opportunity to submit projects for affiliated AUKCAR PhD studentships in collaboration with an AUKCAR grant-holder.

5.3 Full Member status:

As for collaborator status and also:

- The researcher's organisation's logo will be included on the AUKCAR website and other AUKCAR publicity.
- Full Members will have opportunities to hold office (e.g. serve on the CMC, take a lead role).
- Opportunities to submit projects for AUKCAR PhD studentships (in collaboration with other AUKCAR partner organisations).

Note: Access to admin, programme and platform support will need to be costed in any grant application.

Note: Attendance at the AUKCAR ASM is permitted for collaborators, affiliates, associates and full members but the cost for attending this meeting are only covered for AUKCAR grant-holders on the Asthma UK Centre for Applied Research grant [AUK-AC-2018-01, as well as invited PPI members and AUKCAR PhD students.

6. Related documents

- SOP_AUKCAR002 - Procedure for research projects/programmes and PhD studentships to be badged as an AUKCAR study.

7. Document History

Version number	Effective Date	Reason(s) for Change(s)
1.0	16 March 2015	New document
2.0	06 February 2017	New logo updated
3.0	14 April 2020	Updates after the renewal of the grant

Appendix 1: AUKCAR Partner Organisations

The University of Edinburgh
 Queen Mary, University of London (QMUL)
 Swansea University
 Imperial College London
 King's College London (KCL)
 University College London (UCL)
 University of Aberdeen
 Queen's University Belfast
 University of East Anglia
 University of Manchester
 University of Sheffield
 University of Leeds
 University of Oxford
 University of Southampton

Appendix 2: AUKCAR grantholders

Title	First name	Surname	Organisation
Professor	Aziz	Sheikh	University of Edinburgh
Professor	Chris	Griffiths	QMUL
Dr	Michael	Bang	Lay Lead
Mr	Leo	Campbell	Lay Lead
Ms	Elisabeth	Ehrlich	Lay Lead
Ms	Olivia	Fulton	Lay Lead
Professor	Andrew	Bush	Imperial College London
Professor	Christopher	Butler	University of Oxford
Dr	Clare	Murray	University of Manchester
Dr	Amy	Chan	University College London
Professor	Steve	Cunningham	University of Edinburgh
Professor	Gwyneth	Davies	Swansea University
Dr	Anna	De Simoni	QMUL
Professor	Carol	Dezateux	QMUL
Dr	Alistair	Duff	University of Leeds
Professor	Sandra	Eldridge	QMUL
Professor	Deborah	Fitzsimmons	Swansea University
Dr	Louise	Fleming	Imperial College London
Ms	Monica	Fletcher	University of Edinburgh
Professor	Jonathan	Grigg	QMUL
Professor	Catherine	Hawrylowicz	KCL
Professor	Liam	Heaney	Queen's University Belfast
Professor	Rob	Horne	UCL
Professor	Sebastian	Johnston	Imperial College London
Dr	Steven	Julious	University of Sheffield
Professor	Monica	Lakhanpaul	UCL
Dr	Steff	Lewis	University of Edinburgh
Professor	Ronan	Lyons	Swansea University
Dr	Adrian	Martineau	QMUL
Dr	Melitta	McNarry	Swansea University
Dr	Linda	Milnes	University of Leeds
Dr	Chris	Newby	QMUL
Professor	John	Norrie	University of Edinburgh
Professor	Ian	Pavord	University of Oxford
Professor	Hilary	Pinnock	University of Edinburgh
Professor	David	Price	University of Aberdeen
Professor	Graham	Roberts	University of Southampton
Dr	John	Robson	QMUL
Dr	Sarah	Rodgers	Swansea University
Professor	Jurgen	Schwarze	University of Edinburgh
Professor	Michael	Shields	Queen's University Belfast

Asthma UK Centre for Applied Research

SOP_AUKCAR001

Date: 05 March 2020

Version: 3.0

Dr	Elizabeth	Steed	QMUL
Professor	Stephanie	Taylor	QMUL
Professor	Mike	Thomas	University of Southampton
Dr	Thanasis	Tsanas	University of Edinburgh
Professor	Steve	Turner	University of Aberdeen
Professor	Robert	Walton	QMUL
Dr	Andrew	Wilson	University of East Anglia
Dr	Allison	Worth	University of Edinburgh

Appendix 3: Diagram of procedure for new collaborators, affiliates and members.

