

## Policy for Membership in Diabetes Action Canada 2.0

### Network Membership

Members of the Diabetes Action Canada (DAC) consist of those stakeholders who are actively contributing to the projects and activities of the Network. Network membership has four categories: Researcher (including Co-Scientific Leads) Knowledge User, Patient Partner, and Trainees.

The following policy defines the terms and conditions that constitute the requirement for commitment of expertise, resource and service with respect to governance and operational management to deliver the outcomes articulated in our DAC proposal as we evolve from a POR Network in Chronic Disease to a Network in Knowledge Mobilization and Implementations Science. Membership requires a commitment to the principles of conflict of interest and adherence to declaration of real or perceived conflict.

The Steering Council of DAC reviews and approves the Membership and Conflict of Interest Policies and relies on approval of members to the Network by the POR Program Committee. These policies will be directly communicated and made transparent to all DAC members in terms of agreement documents.

### Membership Categories

Membership in DAC of Researchers, Knowledge users, Trainees and Patient Partners is essential for the fulfillment of the mission and vision of DAC. The following describes the general criteria for eligibility and the process for appointment of each member category. Below also details all the rights and privileges of membership.

## Researcher

### *Who is eligible?*

This category of membership includes the following:

- **Scientific Co-Leads:** DAC has two Scientific Co-Leads – Gary Lewis and André Carpentier. Gary Lewis is the Nominated Principal Applicant for the CIHR SPOR Network Grant. The Co-Leads report to the Steering Council and are responsible for all the activities of the SPOR Network including oversight of research, knowledge translation, training and mentoring, patient-engagement and the management of the administrative operations of the Network including support of the CIHR-approved governance function.
- **Principal Applicants:** Those researchers who signed the SPOR Network application and have committed to the mission and vision of DAC for the next 4-year term and are leading specific Programs and Themes within the Network. This investigative team is responsible for the implementation of all the programs and projects within DAC and are members of the Patient-Oriented Research (POR) Program Committee.
- **Co-investigators:** A broader team of researchers and educators engaged in the activities of DAC. These individuals may lead projects or provide significant collaboration. They become members by either signing: 1) an inter-institutional or transfer agreement as the Institutional Investigator on a SPOR Network project; or, 2) a letter of agreement with DAC.

DAC membership is only available to researchers appointed to a university, academic hospital or research institute who are engaged in diabetes-related research (basic, clinical, knowledge translation) and interested in contributing to the mission and vision of DAC. For individuals outside of Canada, academic appointment must be at an internationally recognized research-intensive university and/or academic hospital or research institute.

#### *How is membership acquired?*

Through inquiry to DAC or to one of our existing Researcher members, a researcher may be recommended for membership. A statement (maximum of 200 words), prepared by the nominating Researcher member, is required outlining the collaboration opportunity as well as the individual's potential to contribute to DAC's mission and vision. An updated summary CV that provides research interests and academic status of the individual is also required. Applications are reviewed and approved by the POR Program Committee. The final decision for membership is communicated to the Steering Council.

#### *Duration of Membership?*

Researcher members are appointed until the funding term for DAC ends on March 31<sup>st</sup>, 2026 as indicated in their signed agreement. If a Researcher member resigns from their position at the current academic institution, their membership with DAC is terminated. If a Researcher member changes academic institutions their membership at DAC remains and is updated with a new letter of agreement with DAC.

#### *What is the value of Researcher membership?*

- Networking with researchers, knowledge users, patient partners and trainees with a common interest in patient-oriented research in diabetes
- Opportunity to collaborate on DAC projects
- Review of their grant proposals and potential endorsement for research that contributes to the mission and vision of DAC
- Listing on the DAC Website
- Receives Newsletters and network communications
- Use of the title *Researcher in Diabetes Action Canada* for the term of their appointment
- Use of the DAC Logo and Word Mark on their email and other signatures.

## Knowledge User

#### *Who is eligible?*

This category of membership includes the following:

- **Principal Knowledge User:** Those clinicians who signed the SPOR Network application and have committed to the mission and vision of DAC for the next 4-year term and are leading specific Programs and Themes within the Network. Principal Knowledge Users co-lead a DAC POR Program and are members of the Patient-Oriented Research (POR) Program Committee.
- **Knowledge Users:** Health care practitioners and/or leaders in health care improvement who are deeply engaged in quality improvement, governance and/or research activities within DAC, but do not run an independent research program at an academic institution.

- **Policy and decision-makers:** Municipal, provincial and federal level members of governments who are involved in DAC governance, activities and/or research planning.

#### *How is membership acquired?*

Through inquiry to DAC or to one of our Researchers or **Knowledge User** members, a Knowledge User may be recommended for membership. A statement (maximum of 200 words), prepared by the nominating Researcher or Knowledge User member, is required outlining the collaboration opportunity as well as the individual's potential to contribute to DAC's mission and vision. A summary CV that details the potential member's professional expertise is also required. Applications are reviewed and approved by the POR Program Committee. The final decision for membership is communicated to the Steering Council.

#### *Duration of Membership?*

Knowledge User members are appointed until the funding term for DAC ends March 31<sup>st</sup>, 2026 as indicated in their signed agreement. If a Knowledge User member resigns from their employment position, their membership with DAC is terminated.

#### *What is the value of Knowledge User membership?*

- Networking with researchers, knowledge users, patient partners and trainees with a common interest in patient-oriented research in diabetes
- Review of their quality improvement proposals and potential endorsement for initiatives that contributes to the mission and vision of DAC
- Opportunity to collaborate on DAC projects
- Listing on the DAC Website
- Receives Newsletters and network communications
- Use of the title *Knowledge User in Diabetes Action Canada* for the term of their appointment.
- Use the DAC Logo and Word Mark on their email and other signatures.

## Patient Partners

#### *Who is eligible?*

Persons living with diabetes (either with a diagnosis of diabetes, or a family member/caregiver) who are either directly engaged as research team members in DAC POR Programs and Themes, or leaders with the Steering Council and/or Standing Committees of the Steering Council.

#### *How is membership acquired?*

The application process requires a statement of interest (maximum 200 words) from the Patient Partner with endorsement by **Researcher** or **Knowledge User** member. The statements should reflect the contributions of the Patient Partner to DAC's mission and vision and outline his/her role as a leader within the Network. Applications are reviewed and approved by the POR Program Committee and communicated to the Steering Council.

#### *Duration of Membership?*

Patient Partner members are appointed until the funding term for DAC ends March 31st, 2026 as indicated in their signed agreement. Patient Partner members can resign at any time.

*What is the value of Patient Partner membership?*

- Networking with researchers, knowledge users, patient partners and trainees with common interest in patient-oriented research in diabetes
- Listing on the DAC Website
- Receives Newsletters and network communications
- Use of the title *Patient Partner Leader in Diabetes Action Canada* for the term of their appointment.

## Trainee

*Who is eligible?*

Graduate or health professional students or postdoctoral trainees engaged in research training at a Canadian, Tri-Council eligible university, academic hospital or research institute in diabetes-related research (basic, clinical, knowledge translation) and interested in contributing to the mission and vision of DAC. For students or postdoctoral trainees outside of Canada, research must be conducted at an internationally recognized research-intensive university and/or academic hospital or research institute. DAC Research members must supervise trainee members.

*How is membership acquired?*

The nominating Researcher member can recommend Trainee members to DAC. A statement (maximum 150 words), prepared by the nominating Researcher member, is required outlining the capacity building opportunity and the individual's potential to contribute to DAC's mission and vision. An updated summary CV that provides research interests and academic status of the individual is also required. Applications are reviewed and approved by the POR Program Committee. The final decision for membership is communicated to the Steering Council.

*Duration of Membership?*

Trainee members are appointed until their research projects with DAC are completed, or the funding term for DAC ends March 31<sup>st</sup>, 2026 as indicated in their signed agreement. If a Trainee member graduates from their position at their current academic institution and does not remain in academia, their membership with DAC is terminated. If the Trainee member secures an independent research position at an academic institution, their membership can be reclassified to Researcher member, with a letter of attestation about continued interest. Reclassifications are approved by the POR Program Committee and decisions are communication to the Steering Council.

*What is the value of Trainee membership?*

- Networking with researchers, patient partners and trainees with common interest in patient-oriented research in diabetes
- Listing on the DAC Website
- Receives Newsletters and network communications
- Use of the title *Trainee in Diabetes Action Canada* for the term of their appointment.

## **Patient Partner Engagement**

DAC aspires to engage Patient Partners meaningfully in all of its activities. At the outset of identifying research questions, planning projects and as ongoing projects evolve, it is expected that our research teams will include Patient Partners throughout these activities, with the assistance of our Patient Engagement Theme leaders and staff, as necessary. Since our research projects and Network activities must all address health or health-related challenges articulated by Patient Partners, the first phase of every project should begin with Patient Partner articulation of the health challenges they experience and the research questions that arise based on these needs. Patient Partners should be part of the ongoing advisory and monitoring process as well as the reporting of outcomes. The DAC Steering Council Standing Committees on Patient Engagement and EDI will assume the role of monitoring and evaluating the success of Patient Engagement in all DAC activities and will report quarterly to the Steering Council. Guided by the Collective Patient and Indigenous Circles, the Steering Council will provide oversight and guidance about how to continually improve Patient Engagement.

## **Patient-Oriented Research Training Required**

To assure knowledge and understanding of meaningful patient engagement, all members of DAC are required to complete a patient-oriented research workshop training program that is provided either by DAC or another element of the SPOR program. The DAC Administrative Team will assist in the arrangements for the training and track the completion.