**FACULTY OF SOCIAL SCIENCE – CENTRE RESEARCH ELIGIBILITY AND AFFILIATE MEMBERSHIP PROCESS**

**Policy:** This policy applies to Research Centres within the Faculty of Social Science that are registered and accountable to the Office of the Vice-President (Research). This includes all Centres affiliated with the Faculty of Social Science.

**Purpose:** The objective of this policy is to provide concrete and consistent direction regarding the setup of Centre Research Eligibility and procedures for Affiliate Membership (including renewal of memberships). Faculty who holds research eligible appointments at Western are eligible to hold an Affiliate Membership in an approved Centre or Institute, upon approval from their Dean. An active member is defined as one who is publishing research, presenting at conferences, submitting grant applications, and supervising trainees within the centre.

**PROCEDURE:**

1. **Centre Research Eligibility:** A Centre or Institute, must be research eligible to apply for and hold research funding.

The procedure to set up the Centre research eligibility is as follows:

1. The request to make the Centre research eligible is included in the Centre registration application.
2. When the VPR’s approval is received, the Office of the Associate Dean of Research sends the request to the Director of the Western Research Services to set up a new ID for the Centre.
3. When the new ID is received, the Centre’s or Department Administrative Officer must be notified to begin the process for setting up affiliate memberships.
4. **Affiliate Memberships:** To apply for and hold research funding in a Centre or Institute, a faculty member must hold an additional Affiliate Membership appointment at that Centre or Institute.

The procedure for adding or renewing membership is as follows:

1. The faculty member should complete and sign the Membership Affiliation Letter, which is and submitted it do the Dean’s office (usually, to the Associate Dean of Research).
2. A Faculty Appointment Notice (FAN) form needs to be completed and signed by Dean’s office. The form is completed by Administrative Officer assigned to the Centre.
3. The Dean’s office then forwards the approved Letter and FAN to Faculty Relations.
4. Upon review and approval, Faculty Relations forwards documentation to HR.
5. Once this is added to the HR system, access is available to PI to create new **ROLA Proposals** for grant funds to be held by faculty member, as PI, in Fund 2 research accounts.

**Note:** Research Services does not receive notifications when appointments are set up in HR, so faculty will need to check periodically to confirm final setup. Once the appointment is setup, the PI will see their Centre as one of their options under “Department” selection under the “General Info” tab when creating new ROLA Proposals.