

Snyder Institute Terms of Reference: Membership

1. Purpose/Scope

- 1.1. To outline the levels of membership in the Snyder Institute, membership application procedure, as well as the benefits and responsibilities conferred with membership.

2. Definitions

AHS	Alberta Health Services
Executive Council	Refers to the Executive Council of the Institute
Institute	Refers to the Calvin, Phoebe, and Joan Snyder Institute for Chronic Diseases
MOU	Memorandum of Understanding
Snyder Institute	Short form for Calvin, Phoebe and Joan Snyder Institute for Chronic Diseases (formerly, Calvin Phoebe and Joan Snyder Institute for Infection, Immunity and Inflammation)
TOR	Terms of Reference
University	Refers to the University of Calgary

3. Snyder Institute Membership

- 3.1. Membership in the Snyder Institute confers benefits and responsibilities.
- 3.2. There are two levels of membership available in the institute:
 - 3.2.1. Full Membership entitles the member to all benefits of membership as well as a duty to fulfill the responsibilities of membership. To apply for full membership, one must meet the following conditions:
 - 3.2.1.1. Be engaged in research within the University that aligns with at least one of the research themes within the Snyder Institute plus one of the following:
 - 3.2.1.1.1. Hold a full-time or part-time academic appointment within a University Department that aligns with the Snyder Institute
 - 3.2.1.1.2. Hold a clinical appointment within AHS, engaging in clinical activity which aligns with one of the research themes within the Snyder Institute

- 3.2.2. Associate Membership entitles the member to prescribed rights and privileges of membership and selected responsibilities of membership. To be eligible for associate membership one must fulfill the following conditions:
- 3.2.2.1. Be engaged in an active research program within the University which aligns with at least one of the research themes within the Snyder Institute plus one of the following:
- 3.2.2.1.1. Hold an academic or clinical appointment within a University Department that aligns with the Snyder Institute.
- 3.2.2.1.2. Hold an academic appointment with another institution and be engaged in active research collaboration within the Institute.
- 3.2.2.2. Under exceptional circumstances, and on a limited term, an associate membership may be granted, or continued (in case a member moves out of the University) to an individual external to the university.
- 3.3. Membership status may be reviewed annually in February for relevance and compliance with the TOR.
- 3.4. Ongoing membership is based on the discretion of the Director of the Institute and the Institute's Executive Council. The process for membership application is:
- 3.4.1. A formal request of membership should be made to the Snyder Support Team.
- 3.4.2. A completed [membership application form](#) must be submitted along with a current curriculum vitae;
- 3.4.2.1. Membership application form requests information regarding the applicant's research interests, alignment to Institute research themes, and how they can contribute to the Institute's vision, mission, and goals.
- 3.4.3. Applications may be submitted electronically or as printed copies;
- 3.4.4. The level of membership requested must be clearly indicated;
- 3.4.5. The Snyder Support Team shall be responsible to forward the membership request to the 'Membership' Operations Lead and the 'Membership' Lead will be responsible to present their recommendations to the Executive Council for final approval. The membership lead may designate this role to a Full Snyder Member who is familiar with the applicant;
- 3.4.6. Reference letters may be requested;
- 3.4.7. There is no fee for the membership application

4. Membership Benefits and Responsibilities

4.1. Full Membership Benefits include:

- 4.1.1. Laboratory space as negotiated at the time of appointment and approved by the Institute;
- 4.1.2. Office space [One office allocation policy shall apply];
- 4.1.3. Access to the Snyder Institute research core facilities at a membership rate;
- 4.1.4. Access to Graduate Education funding support programs offered by the Institute or its partner;
- 4.1.5. Access to undergraduate summer studentship support when available;
- 4.1.6. Listing on the Snyder Institute website and mailing list to obtain communications and seminar announcements;
- 4.1.7. Priority Consideration for Research Programs Funding that may be developed by the Snyder Institute in partnership with various philanthropic groups;
- 4.1.8. Access to internal grant peer-review and test your concept sessions by the Snyder Institute Peer Review system; and,
- 4.1.9. Consideration for inclusion in Institute strategic and funding priorities.

4.2. Full Membership Activities and Expectations

4.2.1. Activities:

- 4.2.1.1. Participate in Institute Committees, Review Committees, Task Forces or Working Groups where these opportunities exist;
- 4.2.1.2. Participate as required in the Institute Strategic Planning, Business Planning;
- 4.2.1.3. Participate in the education and knowledge translation activities of the Institute;
- 4.2.1.4. Participate in funding raising events for and by (e.g. United way barbeque) the Institute as appropriate.

4.2.2. Expectations

- 4.2.2.1. Contribute scholarly works to the peer-reviewed literature;
- 4.2.2.2. Submit peer-reviewed grants as principal investigator (if activity profile protects 40% or more of member's time for research), and ensure compliance with the Snyder Institute internal review process for tri-council grants;
- 4.2.2.3. Provide appropriate acknowledgement and notice of the Institute support, including specific reference to any use of Core Facilities,

on all published articles, abstracts or presentation material and commercialization activities;

- 4.2.2.4. Provide appropriate acknowledgement and indicate Institute affiliation during public talks, radio, TV and newspaper interviews;
- 4.2.2.5. Provide the information required to keep the Member Profile Information dataset up to date and current;
- 4.2.2.6. Provide assistance to the Director, Co-director and Snyder Support Team personnel to advance Institute initiatives;
- 4.2.2.7. Attend Snyder research days, Grad Seminar Series and Invited Seminar Series;
- 4.2.2.8. Participate in external events to represent the Snyder Institute;
- 4.2.2.9. Act as reviewer in the Institutes internal grant review process;
- 4.2.2.10. Engage in strategic initiatives where appropriate;
- 4.2.2.11. Serve as an advocate for the institute as the occasion arises.

4.3. Associate Member Benefits and Expectation:

- 4.3.1. Associate members have the same benefits and responsibilities as full members, with the exception of the requirement to submit research grants and the ability to apply as a primary applicant for research support from the Institute for undergraduate studentships, graduate or PDF support or direct research operating costs;
- 4.3.2. Associate members will not be provided with Snyder Institute laboratory or office space;
- 4.3.3. Associate members can request a move to Full membership at any time.

5. Membership Termination

- 5.1. Under exceptional circumstances, as determined by the Director in consultation with the Co-Director and/or the Executive Council, the benefits and responsibilities of an individual Associate Member may vary based on the level of service provided to the Snyder Institute by the individual Associate member. This membership variance exception does not apply to space or ongoing financial support.
- 5.2. Should a Member or Associate Member wish to terminate their membership, they are requested to do so in writing (email will suffice) submitted to the Membership Portfolio lead and copied to the Institute Director and Snyder Support Team.
- 5.3. Process for revoking membership
 - 5.3.1. The Snyder Institute Executive Council reserves the right to revoke a membership should it be found that the members activities are not

aligned with the Institutes Mission and Vision, or the members' activity is felt to be detrimental to the reputation of the Institute.

5.3.2. If membership is revoked:

- 5.3.2.1. Loss of access to members' rates for use of core facilities.
- 5.3.2.2. Loss of access to trainee and any research financial support.
- 5.3.2.3. Removal from Snyder Institute website membership list.
- 5.3.2.4. As per CSM guidelines, loss or withdrawal of membership does not necessitate loss of laboratory or office space within the Snyder Institute designated space.

6. References

6.1. [University of Calgary Policies](#)

6.1.1. [University of Calgary Research Institutes and Centres Policy](#)

6.2. Snyder Institute Documents

6.2.1. TOR-001 Governance

7. Change History

Version	Date	Change History	
01	Jan 2015	– New Document	
02	Oct 2020	– No available information on revisions made	
03	Dec 2022		
04	12 Sep 2025	– Reformatted to match other Snyder Institute documentation. ○ Added Purpose/Scope, References, and Change History sections ○ Added section titles: “Snyder Institute Membership”, “Membership Benefits and Responsibilities”, and “Membership Termination”. – Replaced references to “Snyder Business Office” with “Snyder Support Team”. – Section 3.4: Added reference to member application form. Added link to Snyder membership page containing member application form. – Added Appendix I: Governance and Operational Structure	
		Reviewed By:	Approved By:
		 Skylar Kozak, Manager, Business Operations, Snyder Institute for Chronic Diseases	 Derek McKay, Director, Snyder Institute for Chronic and Infectious Diseases

Appendix I: Governance and Operational Structure

