



NIHR Global Health Research Unit on Respiratory Health (RESPIRE)

Procedure for the application and approval of new affiliate members

Affiliate membership:

This refers to researchers that collaborate with RESPIRE Partners on RESPIRE activities, their research aligns with the aims of the Unit and they are an active participant within RESPIRE, but are not employed within one of the RESPIRE partner organisations. This requires a formal application; decisions regarding affiliate status are taken by the Unit Management Committee (UMC).

Benefits and Responsibilities of affiliate membership:

- Collaboration of affiliate members with RESPIRE partners on existing research projects
 - Must be able to demonstrate added value to that project
 - Must require minimal ethics approvals (e.g. an amendment rather than a new application)
 - Must be able to complete collaborative activities within the already agreed project budget held by an existing RESPIRE partner*
- Priority invitation over non-members to RESPIRE Annual Scientific Meeting (ASM) and other RESPIRE meetings/workshops*
- Access to various platform capacity and capability (e.g. tailored training programmes, stakeholder engagement mapping, data management tools) and support implementing these activities
- Access to the RESPIRE network for sharing of expertise and developing collaborations
- Contribution to and authorship on high impact publications
- Logo on RESPIRE website, presentations, and documentation, and opportunity to add 'affiliate membership' badge and logo onto own branded materials
- Increased impact of research activities (e.g. with the added weight of the RESPIRE consortium behind any outputs)
- Opportunity to join as a full member (partner) for any follow-on bids or renewal, or to remain as an affiliate member if preferred**

* NB: limited budget is available for affiliate members for travel to: (i) project meetings (if involved in a RESPIRE research project); (ii) the ASM; and (iii) other RESPIRE-hosted meetings if relevant. A short application for this funding must be sent to the RESPIRE UMC for approval.

** RESPIRE funding expires 31-March-2021 at which point affiliate membership of RESPIRE would end.



Application Process:

Potential affiliate members to contact RESPIRE@ed.ac.uk with the following information:

- Personal CV of all staff planning to collaborate, in particular the lead contact (PI)
- A completed template (to be provided by RESPIRE) providing a description of the organisation, a letter of support from their organisation and a document detailing what they will contribute and how this will add value to the collaboration and enable RESPIRE to meet or exceed its current aims and objectives (max 5 pages A4)
- A letter of support from one of the existing RESPIRE partner organisations
 - This is required as any funds (if approved) for the affiliate member will need to be routed via an existing partner organisation. The RESPIRE partner will be responsible for the conduct of the affiliate member in relation to their collaborative activity with RESPIRE
 - If the work is purely collaborative and no funds will be passed to the affiliate member, the RESPIRE partner will be responsible for establishing an MoU with the affiliate member, and ensuring all RESPIRE policies are adhered to (e.g. publication/authorship strategy, ethics process, IP policy, data management plans etc)
 - If the affiliate member will be requiring receipt of funds from RESPIRE, the RESPIRE partner will be responsible for carrying out appropriate due diligence, establishing a formal sub-contract with the affiliate member which must be approved by the UoE legal team (a template is available), and ensuring all RESPIRE policies are adhered to (e.g. publication/authorship strategy, ethics process, IP policy, data management plans etc)

The documentation will be passed to the UMC members for review. Discussion and final decisions will be made at the following UMC meeting. UMC meetings take place every 2 months, so applicants should wait no more than 10 weeks from submission to being informed of the decision.

Appendix 1: RESPIRE Partner Organisations

Allergy and Asthma Institute, Pakistan

Bangladesh Primary Care Respiratory Society, Bangladesh

Chest Research Foundation, Pune, India

Child Health Research Foundation, Bangladesh

Christian Medical College, India

icddr,b, Bangladesh

International Primary Care Respiratory Group, UK

KEM Hospital Research Centre, India

Maternal, Neonatal and Child Health Research Network, Pakistan

Projahnmo Research Foundation, Bangladesh

The University of Edinburgh (UoE), UK

Universiti Putra, Malaysia

University College London, UK

University of Malaya, Malaysia