

Draft Policy 6. Membership in AIRS

AIRS is a Major Collaborative Research Initiative that was proposed by a Project Leader, approximately 45 Co-investigators, 30 Collaborators, 12 partners, and 20 Stakeholders. The following document defines the different membership categories and roles. * refers to wording from SSHRC sources ** refers to wording from the AIRS Milestone Document.

Collaboration- is defined as an ongoing, active and integrated working relationship among the members of a broadly-based team of researchers, each of whom brings different perspectives to complex research questions requiring long-term funding.*

Project director/principal investigator has primary responsibility for the intellectual direction of the research or research-related activity, and assumes administrative responsibility for the grant. In the case of teams or formal partnerships, the principal investigator / project director is understood to be responsible for the overall leadership of the team or partnership.* She is responsible for the integration of the program's components. She will usually participate in the organization of workshops and conferences, lead or chair team meetings, and encourage collaboration across projects. She may also lead a sub-theme, in particular one which connects with most of the other sub-themes.**

Co-applicant (co-investigator): An individual, participating in a grant application, who makes a significant contribution to the intellectual direction of the research or research-related activity, who plays a significant role in the conduct of the research or research-related activity, and who may also have some responsibility for financial aspects of the research.*

Collaborator: An individual, participating in a grant application, who may make a significant contribution to the intellectual direction of the research or research-related activity, and who may play a significant role in the conduct of the research or research-related activity. Collaborators do not need to be affiliated with a Canadian postsecondary institution. With the exception of certain travel- and subsistence-related expenses, SSHRC does not cover expenses that research collaborators incur in the conduct of research or research-related activity.*

Partner: A partner is an organization that participates actively in a formal partnership and contributes in a meaningful way to the success of the endeavour. A partner organization may be, for example, a Canadian or foreign: postsecondary institution, government department (federal, provincial, territorial, municipal), for-profit or not-for-profit organization, or foundation. Partner organizations are required, for administrative purposes, to identify an individual who will act as a contact person. A partner is expected to support the activities of the formal partnership by sharing in intellectual leadership or providing expertise. The partner is also expected to provide cash and/or in-kind contributions.*

Stakeholders Representatives of organizations that have expressed interests in the activities of AIRS. These stakeholder groups include provincial, national, or international associations of music teachers, choral leaders, choirs, researchers in music and psychology, aesthetics, and in other aspects of human behaviour such as development and cross-cultural.**

Student is enrolled in a University degree program and has an academic/research interest in AIRS. Students may be financially supported as research assistants, or through travel awards, or through support of operations and needed equipment, and through access to the AIRS research network and research resources. The question arises as to whether students who do not have supervisors who are

AIRS co-investigators or collaborators can be supported by AIRS. Students must have a formal connection to an AIRS collaborator, often a Theme or Sub-Theme leader. While not every student may be accommodated, those students with genuine interest and talent in this area are welcomed to the collaboration.

Postdoctoral Fellow has received a doctoral degree and has successfully competed for the position as an AIRS Postdoctoral Fellow. The work of the Fellow is directed toward the AIRS milestones under the supervision of the AIRS Project Director, Co-investigator, or Collaborator. Only those with Canadian citizenship may hold this position at an institution outside of Canada.

The AIRS Advisory Board members have administrative experience and academic excellence such as to provide good counsel and feedback to the AIRS team in terms of . research, collaboration, integration, training, dissemination and large-scale project management. The Advisory Board will meet twice annually and will receive an AIRS annual report from the AIRS steering committee and will provide external accountability. Their meeting minutes will be made available to SSHRC. Their meeting minutes will be made available to SSHRC. **

Advisory Board adjunct member is a person highly qualified in both research and administration who will offer advice is less involved than full members of the Advisory Board.

The Steering Committee addresses day-to-day issues and reports directly to and receives direction from the Advisory Board. It is represented by one person for each of the 3 Research themes the Project Director, the Administrative Project Manager (non-voting), and the post-doctoral fellow at the AIRS home site (non-voting).**

The Policy and Planning Committee (P&P) is composed of (1) theme leaders representing the 9 sub-themes (with 1 vote per sub-theme) (2) the following committees (each represented by 1 vote): Digital Library, Student/PD, Partner, Stakeholder, Global, and Ethics-Statistics-Intellectual-Property. Including the Project Director, the Committee has 15 votes. The Administrative Project Managers and Post-doctoral Fellow are ex officio, non-voting members. Where there are two sub-theme or committee leaders, both may attend meetings, but only one may vote. For every meeting, each sub-theme must have representation.**

Affiliate – Research is an individual participating in research related to AIRS that can assist with the Milestone achievements, but who was not part of the original team. The affiliate may apply to become a collaborator or co-investigator.

Affiliate – Professional is an individual who is likely a vocalist, or choral director who embraces the goals of AIRS and wishes to be supportive as well as receive information about findings.

Note: SSHRC must be notified of any new additional Co-Investigators, Collaborators, Advisory Board Members, or Partners.

Responsibilities of Membership in AIRS

Official recognition as a co-investigator or collaborator in AIRS is associated with the following:

- Responsibilities
 - o Understand and embrace the AIRS goals and milestones
 - o Belong to one or more research subgroups or committees
 - o Set up an airspace.ca account and complete the individual information including photo
 - o Attend regularly the virtual or real meetings of the subgroup and reading correspondence related to the subgroup
 - o Attend annual meetings as feasible
 - o Assist in attaining specific milestones of a sub-group
 - o Willingly host or share knowledge with students (can take many forms)
 - o Commit to collaborative work within and across subgroups
 - o Contribute to the Digital Library
 - o Provide a brief annual report of AIRS activities to the relevant sub-theme leader

- Benefits
 - o Access to the collaboration and network
 - o Access to funds for student support through application (Co-investigators can have funds directly; collaborators receive funds indirectly)
 - o Funds for student travel through application and travel of AIRS collaborators in some cases
 - o Partial travel support to the Annual Meeting
 - o Opportunity for publication and dissemination
 - o Opportunity for involvement in meetings
 - o Access to the Digital Library and other data bases and resources
 - o Be part of a large project that can make a difference to understanding development, improving education, and increasing well-being in ways that no individual effort could

The size of the Collaboration must not become unwieldy, and the Collaboration must include only individuals who are contributing. Individual circumstances may change over the course of the grant, and those who cannot honour original commitments or who change their research direction would naturally be expected to resign while those newcomers who would like to actively participate in the collaboration as Co-investigators or Collaborators may send their request using the forms that follow. Such requests include a short statement of what the applicant might offer to addressing one or more specific milestones of the collaboration and how his or her own research might benefit from the collaboration. A CV or identified research web-site should be included.

The Steering Committee will review the resignations and requests. All those whose applications are supported unanimously by the steering committee will be first invited to Affiliate Status, and as positions become free through attrition, the affiliates will be invited to positions of collaborator or co-investigator as appropriate and in order of receipt of applications. In cases of doubt of the applicant's acceptability, the application will be forwarded to the Policy and Planning Committee for review.

New partners will use a different procedure – completion of a letter outlining the partnership, to be discussed first with the Project Director.

| Formal request to become a member of the AIRS Collaboration | | |
|--|---|--|
| (Please send to rdwyer@upei.ca Include a scanned copy of the signature page – page 2) | | |
| Last Name: | First Name: | Initial (s) |
| e-mail address: | | |
| Preferred mailing address: | | |
| Web-site(s) (optional or in lieu of CV) | | |
| Phone: | Phone: | Fax: |
| Category of membership requested <input type="checkbox"/> Co-investigator <input type="checkbox"/> Collaborator | | |
| To which of the 3 AIRS Themes and subthemes does your Research involvement in AIRS relate (place and x in the Theme box, and 1 by the primary sub-theme and 2 and 3 by secondary and tertiary sub-themes etc, if appropriate). Please see Milestone document | | |
| <input type="checkbox"/> Theme 1 – Development | <input type="checkbox"/> Theme 2 – Education | <input type="checkbox"/> Theme 3 – Well-being |
| <input type="checkbox"/> 1.1 Perception and Production | <input type="checkbox"/> 2.1 Learning to sing naturally | <input type="checkbox"/> 3.1 Cross-cultural understanding |
| <input type="checkbox"/> 1.2 Multimodal | <input type="checkbox"/> 2.2 Formal singing teaching | <input type="checkbox"/> 3.2 Intergenerational understanding |
| <input type="checkbox"/> 1.3 AIRS Test Battery | <input type="checkbox"/> 2.3 Teaching through singing | <input type="checkbox"/> 3.3 Health benefits |
| Please briefly describe your background as it relates to AIRS. | | |
| How might your research involvement accelerate progress on one or more of AIRS milestones? | | |

How would involvement in AIRS benefit your own (including your student's) research program?

Anything else you would like to add (optional).

| | Signature | Print Name | Date |
|--|-----------|------------|------|
| Applicant | | | |
| For your Institution (Dean) if applying as a co-investigator | | | |

To submit this form and CV, there are several options

1. scan signature page and e-mail form and CV to rdwyer@upei.ca

2. fax signature page to 628-4359 (Ross Dwyer) and e-mail rest to rdwyer@upei.ca

3. send form and CV by regular mail to
 Mr. Ross Dwyer
 Administrative Assistant
 AIRS SSHRC MCRI
 University of Prince Edward Island
 550 University Ave
 Charlottetown, PE C1A 4P3