

CIRA Associates Policies and Services

DEFINITIONS

CIRA associates:

- Principal Investigators based outside of Yale, and ICR, on funded HIV/AIDS research projects that are not being conducted at Yale, and do not have a subcontract with a Yale PI, but that have gone through the association process;
- PIs on projects funded under CIRA's Community Research Partnership Program are automatically associated;
- Individuals who serve as PIs on subcontracts that a CIRA affiliated project has with institutions (domestic or foreign), other than ICR, may become a CIRA associate upon request.

ASSOCIATION PROCESS

It is possible for non-Yale PIs to become associated, or to associate their projects with the Center. This will give them access to certain benefits offered by the Center. Association procedures are described in this section.

To associate a research project, the PI of which has an appointment at an institution that is not Yale, or ICR, and that does not have a subcontract to Yale with a Yale PI:

1. The project PI will discuss with CIRA's Executive Director his/her desire to associate, including the project and the reasons for seeking association. The Executive Director will, in turn, discuss the obligations of and services available to CIRA associates.
2. If there is agreement that association is appropriate, the PI will submit an abstract (indicating the funding source and providing a brief description of the research) to CIRA's Executive Director.
3. The Executive Director will assign the project to one member of the Executive Committee, whose responsibility it will be to familiarize him/herself with the project enough to be able to present it for association at an Executive Committee meeting and answer any questions about the project's relevance to CIRA's mission that may arise.
4. The project will be discussed at an Executive Committee meeting and association will be voted on.
5. The applicant will be informed in writing of the decision of the Executive Committee and if affiliation is approved, both the project and its PI will remain associated with CIRA as long as the criteria necessary for association continue to be maintained.
6. An announcement of the newly associated grant will appear on the front page of CIRA's intranet site.
7. The project abstract will be added to CIRA's webpage, as will the PI bio (if it is not already on the webpage).

For individuals seeking association:

Eligibility: The following individuals are eligible for association

- A PI funded under CIRA's Community Research Partnership Program. Individual association is automatic.
- A PI on a subcontract from a Yale-based CIRA affiliated project who is at an institution other than ICR, upon request
- Note: a PI on a CIRA associated project is automatically considered a CIRA associate

Procedures for individual association

- The individual will discuss with the Executive Director, her/his desire to associate, including, the affiliated research project(s) on which s/he serves as subcontract PI and a brief description of his/her research interests (for inclusion on CIRA's webpage and publicity).
- The Executive Director will provide information on the benefits/obligations of association. The Executive Director will introduce the application at an Executive Committee meeting and the Committee will review and vote on association.
- The individual will receive written notice of the association decision and, if approved, any follow-up information necessary to access available services.

SERVICES AVAILABLE TO CIRA ASSOCIATES AND ASSOCIATED PROJECTS

Grant prep/grants management:

- Compilation of biosketches and other support pages for any CIRA scientists on the Associated project
- Access to standard budget justifications and descriptions to appear in resource sections of grant applications
- As relevant, key information on all CIRA affiliated research and training projects (e.g. HIC numbers, key personnel, abstracts, etc.)

Use of meeting space

Use of videoconferencing facilities

Contact database: Will provide specialized mailing lists and other requested information from contact database

CIRA events:

- Invitation to CIRA lunches
- Invitation to present at AIDS Science Day
- Invitation to Center retreat

Resources:

- Access to all Center publications
- Opportunity to participate in Core specific trainings and seminars

Peer Review: This is a collegial process in which peers provide feedback on proposals in the hope of increasing the likelihood that the proposed projects will be funded. Ideally, these are face-to-face sessions in which the PI meets with the peer reviewers to discuss the proposed project. When

scheduling difficulties warrant it, these sessions may be conducted through email exchanges of comments on proposals. Regular monthly peer review sessions are scheduled for the year.

Consultations: Opportunity to schedule consultations with IRM, CR, CHSR, and LPE Cores

OBLIGATIONS OF CIRA ASSOCIATES

Along with the benefits available to CIRA associates are a number of obligations. These are not meant to be burdensome, but to ensure that the Center can take full advantage of the expertise of its associates and to demonstrate the commitment of our associates to the Center.

Submission of grant related materials to CIRA, in a timely fashion, to ensure maintenance of CIRA project files (e.g. progress reports, abstracts, key personnel and staff lists, etc).

CIRA publicity:

- PIs must be willing to have a project description included on CIRA's webpage and in any publicity the Center puts out (as relevant).
- Citation of CIRA in any publications or presentations resulting from the project is expected. Specific language that can be used for this purpose is available on the Intranet web page.

Miscellaneous :

- Peer review of manuscripts deriving from the associated projects is strongly encouraged.
- Associated scientists must be willing to serve on peer review and various other CIRA related committees, as relevant.