

## TCRN MEMBERSHIP CHARTER

The TCRN is a member-based network to create an innovative and supportive environment for the translation of research findings into improvements in patient care and outcomes.

A TCRN member group is one who **actively participates** within the TCRN community in promoting or undertaking translational cancer research, thereby demonstrating a strong commitment to translational cancer research and patient care.

*The TCRN Operations and Projects team will manage the membership and maintain accurate membership lists, advise member groups regarding their membership status, and support the recruitment of new members.*

### **Membership**

- a. Membership is free, granted on an annual basis and subject to conditions for renewal.
- b. Membership is available to groups comprising ten or more individuals, all of whom are predominantly in the employ of a TCRN member institution\*, or predominantly self-employed with formal affiliation with a TCRN member institution. Individuals must be aligned with a group.
- c. TCRN member groups are headed by a Responsible Member.
- d. Renewal of membership requires demonstration in writing of the member's active engagement in activities that support the KPIs of the TCRN on a yearly basis, including participation in meetings, research or educational activities.
- e. Membership status will be reviewed annually via a membership report and approved on the basis of a two thirds majority decision of the Leadership Council. The information will be collated for the purposes of grant reporting to Cancer Institute NSW.
- f. Where active participation in the activities of the TCRN cannot be demonstrated, group membership will be downgraded to 'collaborative partner' status on approval by the Leadership Council as in (e). Conversion back to full group membership is possible and will be subject to demonstration of ongoing, effective and active collaborations with current TCRN members or groups.

### **Criteria for Membership**

To be a TCRN member, an individual must:

1. be predominantly in the employ of a TCRN member institution\*, or be predominantly self-employed with formal affiliation with a TCRN member institution and;
2. work in cancer research or in the delivery of cancer services or have responsibility for the care of patients with cancer (such as in the case of general practitioners) and agree to work actively towards the goals and KPI's of the TCRN, and;
3. be confirmed to fulfil points 1 & 2 above by the Responsible Member who leads the individual's TCRN member group.

### **Criteria for Responsible Member status**

To be a Responsible Member (RM), an individual must fulfil points 1 & 2 of the *Criteria for Membership*, and in addition must:

1. have 'line of sight' responsibility within their organisation for all members in their TCRN member group, which must include at least 10 potential TCRN members
2. be willing and able to communicate effectively with members in their group, and to report the activities of group members to the TCRN
3. be confirmed to fulfil points 1 & 2 above by the Leadership Council.

In all cases, membership must be formally ratified by the Leadership Council or the TCRN Executive before it becomes effective.

\*TCRN Member institutions include the founding institutions (UNSW, POWH, SGH, RHW, TSH, BMORU and UTS), and any other institution that is subsequently determined by the Leadership Council to be a member institution.

### ***Responsibility of members***

Each TCRN member is expected to:

- a. Understand and support the goals and KPIs of the TCRN.
- b. Participate in translational cancer research activities, and report this involvement annually.
- c. Complete regular membership reports, and provide to the TCRN Operations and Projects Team any other data necessary to fulfil the reporting obligations of the TCRN.

All TCRN members are also strongly encouraged to:

- d. Seek funding for translational cancer research activities and report this income annually in their membership report.
- e. Develop collaborations and partnerships with other individuals and groups within the membership, with the goal of strengthening advances in translational cancer research, and cancer patient care and outcomes, through research collaborations.

### ***Rights of members***

#### **Cancer Institute NSW grant schemes**

All TCRN members can seek endorsement by the TCRN as first named applicants for relevant Cancer Institute NSW grant schemes including Research Equipment, Research Infrastructure, Research Leader, Future Research Leader and Translational Program Grants. Endorsement may be subject to the strategic direction the TCRN may wish to take. Any TCRN member wishing to apply for such grants must first be endorsed by their Responsible Member and then seek endorsement from the Director of the TCRN.

#### **Leadership Council membership**

When Leadership Council vacancy arises, all TCRN members will be advised of the specific category of this vacancy, and invited to nominate a new representative. All TCRN members will be invited to vote for the new Council representative via a voting system organised by the Operations and Projects Team.

### ***Benefits of membership***

The benefits of TCRN membership are accessible to all members and include:

#### **Research Support Services**

- Lowy Biorepository
- Health data sets
- Consumer engagement

#### **Opportunities for TCRN funding**

- Cancer Challenge of the Year funding
- PhD Scholarship Top-up awards
- PhD scholarship (APA)
- Conference & Professional Development grants

#### **Other**

- Collaboration opportunities with translational cancer researchers
- Invitations to seminars and networking events
- Notification of additional funding opportunities
- Administrative support with grant applications
- Access to newsletters

- Support for collaboration activities
- Mentoring and educational opportunities
- Access to linked data and other research resources