

Canadian Institutes of Health Research Strategic Training Initiative in Health Research Pain in Child Health

Policies and Procedures for Membership

1. Membership

- 1.1 Application:** The application form and procedures for Trainee Membership are available on the PICH web site. Admission is limited to those who provide evidence that they will become active researchers in pediatric pain. The personal statement and supervisor letter of support must both indicate that the applicant's career path includes research.
- 1.2 Renewal:** Membership is renewed annually based on the annual progress report which covers the previous training year (1 September through 31 August) each year (see 'Guidelines for Trainee Progress' below).
- 1.3 Categories** of PICH membership are:
- 1.3.1 Trainee Member:** A person who is presently registered in a degree program or postdoctoral fellowship related to research in pain in child health; has completed a PICH annual report on time within the past 12 months; has updated her/his PICH profile within the past 12 months, including current supervisor and academic program and recent accomplishments; and has participated in PICH in some way in the past 12 months (e.g., has received stipend, attended a training institute, participated in webinars, undertaken a lab visit, participated in listserv, collaborating with other PICH trainees)
- 1.3.2 Discontinued Member:** A former trainee who has not submitted an annual report within past 12 months; has no evidence of involvement in PICH; or has no evidence of involvement in training related to research and pain in child health.
- 1.3.3 Graduates:** of PICH will not receive any financial support but will be welcome to continue using the listserv, attend webinars, receive newsletters or use the PICH web resources. Graduates will be considered those trainees who have completed a degree (as of

convocation date or date of formal award of the degree) OR completed postdoctoral training program (as of date of end of registration or accepting employment, whichever comes first). They must not have enrolled in a further training program within six months of above date and must have updated her/his PICH profile within the past 12 months. Provided there is space available they will be able to attend PICH Institutes at their own expense.

1.3.4 Investigator Member: A person who is in a position to supervise PhD dissertations and whose membership has been approved by the PICH Management Committee. Additional Investigator Members may be nominated for appointment by the PICH Management Committee at any time.

1.3.5 Special Trainee Member: A person who is not in a training program but may be either an early career investigator in pediatric pain research who seeks further mentorship in this field or a mid-career investigator switching areas into the pediatric pain field. Special Trainee Members are not eligible for stipends or other financial support but may participate in PICH activities at their own expense.

2. Guidelines for Trainee Progress

- 2.1** Trainee members must submit annual reports (which cover the previous training year of 1 September through 31 August) each year during the term of their membership. The annual reports will summarize courses taken, clinical practica, the status of research projects and grant applications underway, and research productivity (e.g., conference presentations, publications, etc.).
- 2.2** Evidence of progress and involvement in PICH activities will be required for continuation of membership.
- 2.3** Annual reports will be evaluated by the Management Committee for evidence of commitment to, and progress in, research in pediatric pain and for evidence of research progress.
- 2.4** Renewal of trainee membership status for the following academic year will be subject to approval by the PICH Management Committee.
- 2.5** Trainees are required to inform the PICH program manager and their PICH mentor if their status changes at any point during their time as a PICH trainee. This can be related to graduation and completion of their academic program,

change in degree level (i.e. from PhD to PostDoc position), or official leaves of absences (i.e. maternity leave, health reasons).

3. Funding of Participation in PICH Institutes

- 3.1** All trainee members will be offered funding to attend two PICH institutes. It is expected that trainees will attend the PICH institutes throughout their membership, but beyond the first two for each trainee member, funding will depend on resources available. Trainees can apply for funding to attend their third and subsequent institutes; such funding will be approved to the extent current resources allow, taking into consideration the applicants' last progress report (see 2.1).
- 3.2** Applications are accepted any time, but must be received at least 12 weeks before any PICH-funded event the applicant wishes to attend.
- 3.3** Full-time versus part-time study status will be considered and trainees engaged in full-time activities will be given priority.
- 3.4** Attendance and contribution to other PICH activities such as the web conferences will also be a consideration for further funding.
- 3.5** Availability of funding will be considered in approving of membership.
- 3.6** Balance across disciplines, centres, and level of training may be considered in approving of membership.

4. International trainee members

- 4.1** Trainees who are studying at universities outside Canada may apply for PICH trainee membership, provided that external resources are provided to cover the expense of their membership and participation in PICH including a portion of overhead expenses. The requirements for application and renewal will be as for Canadian trainee members.