Associates Program - Terms of Membership

UNSW Disability Innovation Institute

Through its Associates Program, the UNSW Disability Innovation Institute seeks to support disability research and foster collaboration at UNSW.

1. **Associates definition**

Associates must be current UNSW staff (including those at affiliated research institutes) or UNSW PhD students.

1. **Admission procedure**

Admission to the Program is by successful application, or via direct invitation.

 a) Admission via successful application process

* Submit an application via the application form found on the Institute website.
* A Selection Committee, led by the Institute’s Director, will review eligible applications. The Institute’s Manager may act as a delegate for any member of the Selection Committee for this purpose. The Selection Committee’s decisions will be guided at all times by the principles of diversity, equity and inclusion.
* The Selection Committee may consider the applicant’s:
	+ interest or expertise in disability research, including inclusive methods of research;
	+ expertise in another relevant discipline or practice area;
	+ prior contribution to the Institute’s work;
	+ willingness to collaborate across disciplines or practice areas; and/or
	+ any other aspect of the application that the Selection Committee considers relevant.
* The Selection Committee may seek further information from an applicant before making a decision on their application.
* The Selection Committee will endeavour to make a decision on an application within a month of submission.
* The Selection Committee will communicate its decision to the applicant via email. An applicant gains admission to the Program if and when the Selection Committee communicates that their application has been successful.

b) Admission via direct invitation

Occasionally individuals will be invited into Associateship. A small number of external Associateships may also be awarded to individuals who bring particularly valuable benefits to the life of the Institute.

1. **Eligibility**

Associates must be current UNSW staff or PhD students.

Note: According to the [University’s Centres and Institutes Procedure](https://www.gs.unsw.edu.au/policy/documents/centresprocedure.pdf), an academic employee of the University may contribute to more than one University Research Centre/Institute, but their total commitment to University Research Centres/Institute should not exceed their time allocation for research.

1. **Associate expectations**
* Associates will have their profile on the Institute’s website, and contribute content, including updates on their research, to the Institute’s newsletter and website.
* Associates are invited to participate in, and support, Institute events. This includes Associates giving an Institute-hosted webinar or podcast on their disability related research where possible.
* Acknowledgement of the Institute’s Associateship in your university research profile.
* Acknowledge the Institute in any events or activities that the Institute has supported.
* Association of published works with the Institute:
	+ Where an Associate’s contribution to a published work has resulted from research or another activity carried out within or supported by the Institute, they should name the Institute as their primary affiliation. Where doing so is not possible, the Associate should name the Institute in an acknowledgement.
		- Associates must have the Institute tagged in their UNSW research profile (ROS).
		- Associates should apply the Institute’s label to any relevant published works, media commentary or other research outputs.

Note: According to the [University’s Centres and Institutes Procedure](https://www.gs.unsw.edu.au/policy/documents/centresprocedure.pdf), doing so will not prevent the Associate’s Faculty or School from claiming 100 percent of the published work.

* Association of funding with the Institute:
	+ Where an Associate’s contribution to a successful funding application has resulted from research or another activity carried out within or supported by the Institute, Associates are strongly encouraged to link the project account to the Institute. Support to facilitate this will be provided.
1. **Associate support/benefits**
* Eligibility to apply for funding from the Institute’s seed funding or bursary schemes.\*
* Promoting your research and engagement profile on the Institute’s website, newsletter, Twitter, podcasts, and by presentation in our webinar series.
* Advice and guidance from the Institute on conducting inclusive research with people with disability.
* Preferential registration for Institute workshops and other events.
* Advice from the Institute on applying for external funding for disability related research.
* Administrative and publicity support from the Institute for jointly organised events.
* Broadening your network of disability researchers within UNSW.
* Automatically receiving the Institute’s monthly newsletter.

The Institute reserves the right to support any additional initiatives subject to their own eligibility criteria, requirements, guidelines, expectations, etc.

 \*From September 2021, applicants for the Institute’s seed funding or bursaries must already be an Associate.

1. **Term**

Associates are admitted to the Program for a term of two years. In the final six months of their term, an Associate may request in writing that their term be extended for a further two years, to be approved by the Institute’s Director.

1. **Disciplinary action**

The Selection Committee’s decisions will be guided at all times by the principles of diversity, equity and inclusion. Associates are expected to comply with [UNSW’s Code of Conduct](https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf). Acting inconsistently with this code could lead to membership being reviewed.