

BETA CELL BIOLOGY CONSORTIUM

GUIDELINES: AFFILIATE MEMBERS



This document defines BCBC Affiliate Members (“BCBC Affiliates”) and guidelines surrounding “affiliate status”.

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A. WHO ARE AFFILIATES?

An affiliate is a non-investigator member of the Beta Cell Biology Consortium (BCBC), who is (1) directly employed by the BCBC principal investigators and/or (2) receives funding from a BCBC activity or is involved in a funded-BCBC project. Affiliates can include:

- Research professors,
- Postdoctoral fellows,
- Graduate students,
- Administrative assistants.

Affiliates are required to have a user account for betacell.org and maintain their profile page. There is no other mechanism in place for defining affiliates if not done within the scope of the website’s member space. Furthermore, affiliate members who plan on attending BCBC meetings, such as the annual spring retreat, must have (1) a user account and (2) be affiliated online, as a requirement for meeting registration.

B. CONFIDENTIALITY

Affiliates are obliged to maintain the confidentiality of BCBC information provided to them directly or indirectly. Sources of information include the betacell.org, distributed announcements and/or documents, BCBC meetings and so forth. Therefore, such information cannot be shared to any third party, without the consent of the original contributor(s) of such information or until the original contributor(s) publishes or publicly releases such information. Similarly, unpublished reagents obtained from one BCBC investigator by another should not be transferred to a third party without the written permission of the originating contributor. Affiliates should consult with the principal investigator as needed to ensure compliance with the BCBC Sharing Plan.

C. EXPECTATIONS

The BCBC is committed to the timely and unencumbered sharing of research findings and reagents. All members of the BCBC, including affiliates, are encouraged to share information and reagents that describe the development of the resource or reagent, or research results, published or not. We strongly encourage affiliates to contact and work with the BCBC Coordinating Center to contribute information that can be confidentially distributed to the BCBC. Furthermore, affiliates can submit information directly via the website via numerous collection mechanisms.

D. RESPONSIBILITIES OF AFFILIATES

The BCBC (www.betacell.org) website has been developed to enable the confidential exchange of information within the BCBC. Affiliates of BCBC members are required to manage and maintain:

1. **Account Profile.** Affiliates are required to manage their profiles, including (1) research description, publications, (2) contact information, and (3) a suitable portrait-style photograph.
2. **Sharable resources and information.** The design of all unpublished sharable resources, authorized by the affiliate's principal investigator, should be entered into the appropriate database and shared with all 'BCBC members and affiliates' as the experiment is in development. The secure nature of the website prevents this information from being viewed by non-BCBC members (e.g. the public) until the reagent has been adequately validated and described in a peer-reviewed publication. Sharing of information about experiments in progress is intended to minimize duplication and stimulate collaboration between BCBC laboratories.

E. RESPONSIBILITIES OF INVESTIGATORS

BCBC Principal Investigators are responsible for keeping their BCBC affiliates up-to-date with the website records. In order to retain confidential information sharing, only members belonging to BCBC activities should be able to access such information.

1. **Addition of affiliates.** In order to add affiliates (via the website) to their profile, investigators should login into betacell.org and manage their affiliate lists under "manage account" link.
2. **Removal of affiliates.** When an affiliate needs to be removed (see Termination of Affiliation), investigators can do so by accessing their profile page on betacell.org, and clicking on the "Remove" link next to the affiliate's name.

F. TERMINATION OF AFFILIATION

Once the affiliates are no longer associated with the BCBC investigators, the affiliation should be terminated by the principal investigator. Both affiliates and principal investigators are required to ensure the removal of affiliation status once the association is no longer deemed appropriate. Nonetheless, the termination of affiliation will not lead to removal of the user account. The users will be able to continue use their accounts on BCBC website as a non-BCBC member (public status).