



General guidelines for CSM Endowed Chairs and Professorships:

The Cumming School of Medicine has ~ 55 endowed chairs and professorships, with a wide range of annual income allocations. However, the majority of Chairs/Professorships are intended for capacity building in specific areas and governed by terms of reference and gift agreements that are typically co-signed by the University and the funder/donor. Below we outline broad guiding principles for the use of Chair funds:

- 1) Alignment with terms of reference is a key factor in the recruitment and renewal of Chair holders
- 2) Supported activities must align with the Terms of reference associated with a particular Chair. Biannual Budget requests by the Chair holder and their approval by the Advisory committee must align with the terms of reference.
- 3) While it is recognized that annual funding allocations can be used to support research activities of the Chair holder, Chair funds are typically not intended to replace operating grants from external sources, but rather a value-add that leverages external funding for the greatest impact in the Chair holders field of expertise. There should be a balance between support for the research activities of the chairholder, and broader activities that support capacity building and collaboration. This may include additional trainee support outside of the Chair holder's research team, support for core infrastructure that is aligned with the Chair's objectives, support for meetings and seminars, and support for collaborative activities with the Chair holder or between CSM members developing programs in the given field of interest to build further capacity.
- 4) Given the importance of transdisciplinary and interdisciplinary research, Chairholders should consider how the funds can be used to support collaborations within or across UC institutes, with researchers working in a different CIHR pillar than the Chairholder, with other CSM Chairholders, and/or with other UC faculties.
- 5) Chair advisory committee meetings are typically held biannually. Prior to the meeting, Chair holders are asked to prepare and circulate:
 - a two-year budget
 - accounting of expenditures for the previous two years
 - a 20 minute presentation that highlights accomplishments in the areas of research, training, and outreach, a plan for the ensuing two year period, and information as to how previous and planned activities align with the terms of reference.The Chair advisory committee meeting begins with an *in-camera* meeting of the committee, followed by the Chair holder presentation, a question-and-answer period, and discussion and approval of the proposed budget. Renewal requests for a second term are discussed and adjudicated at the end of year 4, where the Chair holder is asked to present a five-year plan. The frequency of advisory committee meeting may be increased at the discretion of the committee Chair.
- 6) Funders may participate in the selection and renewal of Chair holders as non-voting members of the committee.