

December 24, 2019

Dear Prospective Member,

The New Digital Research Infrastructure Organization (NDRIO) (11593765 Canada Association) is now extending invitations to the research community to apply for membership as we head into the first full year of operations. NDRIO is a collaborative, member-based organization that will coordinate and fund activities in Advanced Research Computing (ARC), Data Management (DM) and Research Software (RS) to ensure that Canada's researchers have equitable access to the necessary services, tools and infrastructure to support research across all disciplines.

The process and timing for member recruitment aligns with the requirements of our contribution agreement with the Government of Canada, the organization's bylaws as a federally incorporated not-for-profit organization, and the recently released [Governance and Membership Model](#).

Membership is not required to access the programs of NDRIO, which will be made available to eligible researchers and research institutions across Canada. However, the new organization's governance will rest and draw upon the engagement and commitment of its membership.

## **Membership**

As outlined in the Governance and Membership Model, there are two categories of membership: Primary Members (Voting) and Associate Members (Non-Voting).

Members will name a representative who will receive notices, attend meetings and in the case of Primary (Voting) Members, vote on behalf of the Member institution.

### ***Primary (Voting) Members***

Voting Membership is available to public post-secondary institutions, research hospitals and/or affiliated institutes that are eligible for Tri-Council grants. Voting Members must have an explicit research mandate and demonstrable research activities.

Annual fees for Voting Members range from \$5,000 to \$15,000 for the first membership year, and will be assessed based on the level of self-declared and verifiable research income received by the institution from the Tri-Council in the last fiscal year (i.e. 2018-2019). Prospective voting members will be asked to declare their income. The fee schedule, based on five (5) levels of research income, can be found in the attached membership form.

The rights and responsibilities of Voting Members include:

- attendance at, participation in, and voting at all annual general meetings;
- the opportunity to nominate researchers to the Researcher Council, a body of DRI users that will provide strategic advice to the Board on delivery of infrastructure and services;
- the opportunity to advise the Board of Directors on the strategic direction, policies and programs of the new organization; and
- the opportunity to sit on advisory/ad-hoc committees or other bodies that may be established by the new organization to fulfil its responsibilities.

### ***Associate (Non-Voting) Members***

Post-secondary institutions, research hospitals and affiliated institutes that meet the criteria as defined above, but choose not to apply for voting membership, can join the organization as Associate Members. Associate Members are non-voting, but may attend annual meetings of the organization. Associate Members may also be asked to participate on advisory or ad-hoc committees and/or provide advice in their areas of expertise as appropriate. Associate Members will pay a flat-rate membership fee of \$500 for the first membership year, and must be approved by the Board of Directors.

### **Membership Form**

Please send the completed attached membership form, signed by an authorized signatory, **on or before Friday, January 24, 2020**. Please select your membership category (i.e. Voting or Associate) and if Voting, please indicate your level of research income and the associated fee as per the fee schedule.

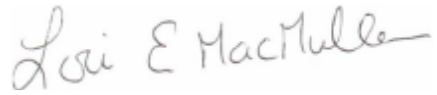
Membership years will be April to March. While 2020-21 fee invoices will be issued before March 31, 2020, payments will not be processed until April 1, 2020. Payment is due by May 29, 2020. However, in order to participate in the first general Members' meeting in late February and to vote for the inaugural Board of Directors, institutions must declare their intention to join NDRIO as Voting Members by January 24, 2020. Further details about the first general Members' meeting, including the date and location, are being finalized and will be communicated as soon as possible.

All confirmed and paid Members will be entitled to participate in the Fall 2020 annual general meeting.

We look forward to having an engaged and committed membership in NDRIO, as the new organization assumes its very important role helping to ensure Canada's researchers have access to the integrated, sustainable and coordinated digital research infrastructure ecosystem they need to participate in world-class research.

If you have questions or comments about membership, please write us at [NDRIO-NOIRN@engagedri.ca](mailto:NDRIO-NOIRN@engagedri.ca).

Sincerely,

A handwritten signature in black ink that reads "Lori E MacMullen". The signature is written in a cursive style with a horizontal line at the end.

Lori MacMullen  
Chair, Applicant Board  
New Digital Research Infrastructure Organization (NDRIO)  
[www.engagedri.ca](http://www.engagedri.ca)

## New Digital Research Infrastructure Organization (NDRIO) Eligibility Checklist

Name of Institution: \_\_\_\_\_

Please confirm whether you meet the eligibility requirements for Voting Members of NDRIO:

Criteria	Yes / No
Post-secondary publicly funded degree- or diploma-granting institution	
Research hospital or affiliated institute that meets the institutional requirements of the Canada Institutes of Health Research (CIHR)	
Tri-Council eligibility for grants; signatory to Agreement on the Administration of Agency Grants and Awards by Research Institutions	

### Voting or Non-Voting Membership Selection

Membership Category	X
Voting (Primary) Member	
Non-Voting (Associate) Member	

## A. Voting Members

### NDRIO Voting Member Application Form

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**Name of Institution:** \_\_\_\_\_

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**Primary Representative Name:** \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Main Phone Number: \_\_\_\_\_

**Secondary Representative Name:** \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Main Phone Number: \_\_\_\_\_

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## Voting Membership Fee Level

Please check your institution's research income range, based on the level of self-declared and verifiable research income received by the institution from the Tri-Council in the last fiscal year (i.e. 2018-2019). If you are a member of Compute Canada, note that for 2020-21, you can deduct the amount of your Compute Canada membership fee from the fee paid to NDRIO, given that it is a transition year.

<b>X</b>	<b>Research Income Range</b>	<b>Fee</b>
	More than \$20M	\$15,000
	\$10M to \$20M	\$13,000
	\$5M to <\$10M	\$11,000
	\$2M to <\$5M	\$8,000
	Less than \$2M	\$5,000
	Minus Compute Canada fee for 2020-21	
	Total	

## B. Non-Voting Associate Members

### NDRIO Associate Member Application Form

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**Name of Institution:**

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**Primary Representative Name:**

Title:

Email Address:

Mailing Address:

Main Phone Number:

**Secondary Representative Name:**

Title:

Email Address:

Mailing Address:

Main Phone Number:

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### Associate Membership Fee Level

Please note that all eligible institutions that elect to be Non-Voting Associate Members pay an annual membership fee (\$500 for the first membership year). Associate Membership must be approved by the NDRIO Board of Directors.

## Deadlines

Please email your completed application form, signed by an authorized signatory, **by Friday, January 24, 2020**, to [NDRIO-NOIRN@engagedri.ca](mailto:NDRIO-NOIRN@engagedri.ca), with the subject line: **[Your Institution's Name] Member Application**.

It is important that we receive this information by this deadline, as we need to determine membership for the upcoming February 2020 general Members' meeting, where Voting Members will be eligible to vote for the first Board of Directors.

For the upcoming fiscal year, your institution will be invoiced prior to April 1, 2020, with payment due by May 29, 2020. Please note that all confirmed and paid Members will be entitled to participate in the Fall 2020 annual general meeting.

If you have questions, please send them to [NDRIO-NOIRN@engagedri.ca](mailto:NDRIO-NOIRN@engagedri.ca).

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Signature  
Title of authorized signatory

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Date