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1. PURPOSE & MISSION:

CASHA will integrate disciplinary perspectives in physical activity, health, human development, and psychology to optimize human potential. Diverse inter- and intra-disciplinary approaches are essential to applied research because they allow scholars and practitioners to expand their thinking and enrich the co-creation process. In addition, we seek to develop the knowledge, skills, and dispositions of emerging scholars and practitioners by providing experiential and developmental learning opportunities for undergraduate and graduate students. Our team strives to identify, develop, and mobilize social and health innovations in applied research by enhancing well-being, performance, and functioning in the aging community. To achieve these goals, our team will:


- Engage in rigorous research to promote health, vitality, and human potential in the aging community
- Disseminate findings to inform research, policy, practice, and program development
- Collaborate with community organizations and university partners to identify and address needs in the aging community
- Identify and secure funding through grants, contracts, partnerships, and commercialization

2. DEFINITIONS

- External funding- includes state/federal research/programmatic grants, private foundations, fee-for-service, philanthropic, commercial revenue generation, etc.
- Applied research- Applied research employing recognized research designs (case studies, quasi- and experimental design, qualitative research, etc.) seeks to answer questions in the real world and to solve aging-related problems. We recognize developing and implementing aging-focused programming for commercial and non-profit applications can help solve aging-related problems.

3. RESPONSIBILITIES

- CASHA Advisory Committee- Committee members shall serve in an advisory role only with the exception of reviewing and voting on new member status. Permanent Advisory Committee members are the CHHS Associate Dean of Research, KRS Director, and the Psychological Sciences Department Head. Two non-WKU CASHA members will serve two year terms on the committee. Potential non-WKU CASHA Advisory Committee members are nominated by a CASHA Full Member and determined by a majority vote of the CASHA Full Members. The CASHA Advisory Committee will meet either in person or via video conference at least once per quarter to review membership applications and conduct other CASHA-related business.
- Director – K. Jason Crandall, Ph.D. His role is to provide leadership of all activities at the center including all site operations, research engagements, and community program development. This position works closely with essential research constituencies (community partners and internal and external research-related parties as needed) to ensure the efficient and compliant initiation and ongoing administrative management and support.

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- **Full/Founding Members** – Matthew Shake, Ph.D., Jean Neils-Strunjas, Ph.D. Their role is to facilitate the success of CASHA through advocacy, engaging students and fellow faculty focused on aging, and helping with responsibilities as described in 4.1.3 below.

4. CASHA MEMBERSHIP

4.1.1 Overview

Member types, membership criteria, duties of membership, and selection procedures are described in this policy.

4.1.2 Details

The specified criteria for each membership level are the minimum requirements for application submission. Final membership is determined by a majority vote of the CASHA Advisory Committee, the director, and current CASHA Full Members. Membership may be denied to applicants whose area of focus does not align with the goals and mission of CASHA. Membership may be inactivated if an individual does not continue to meet the necessary criteria for their member status. Current members may reapply for a different membership status before any quarterly review deadline (See 4.1.4 Application Process).

See 4-1 for benefits of membership


4.1.3 Responsibilities of CASHA Membership

Associate Members

- Willingness to support the purpose and mission of CASHA
- Willingness to help recruit participants to center-associated clinical trials,
- Acknowledgement of CASHA membership in publications
- Willingness to participate, as requested, in CASHA leadership, advisory or selection committees, grant reviews, speak on behalf of CASHA as community liaison and in public relations efforts, recruitment interviews, attendance at retreats, seminars and lectures

Full Members: In addition to duties for Associate Members:

- Willingness to develop investigator-initiated clinical trials
- Sustained evidence of aging-related publications and grants
- Attendance at CASHA research program meetings
- Evidence of interaction with other CASHA members as defined by joint publications, joint grants or joint research activities
- Provide annual update of publications, grants obtained and summary of current research interests.
- Willingness to participate in an annual member survey and to assist CASHA in its strategy and service planning efforts

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Full Member:


Full membership in CASHA is designed primarily for applied research-focused WKU faculty. The term of a Full Member is three years, which may be renewable. Renewal will be determined by the Director based on the level of participation in the program and the contribution to research that the Full Member has demonstrated. To obtain full membership status, the applicant must meet the following criteria before applying for membership.

1. Full-time WKU clinical, full-time instructors, or tenure-track position AND
2. Active collaboration with CASHA-related projects AND
3. Recommendation from current CASHA Full Member or CASHA Advisory Committee Member AND
4. An established aging-focused applied research program and be a PI/Co-PI on an actively funded peer-reviewed research grant/project OR made significant contributions to aging research; significant contributions could be serving as a coinvestigator of an externally-funded grant, being an essential member of an aging-focused team project, developing aging-focused programs, or being an essential contributor to authoring high-impact, aging-focused manuscripts.

Associate Member:

To obtain associate membership status, an applicant must be seeking to develop or significantly contribute to aging-focused applied research. The term of an Associate Member is three years, which may be renewable. During this period, an Associate Member must seek external funding as a PI or Co-PI. CASHA selects individuals for their scientific excellence and, just as importantly, for their commitment to work together to further the scientific goals of the center. Associate Members need not hold grants, but must contribute to the research objectives of the center in other important ways (e.g., development and implementation of the center's community activity, developing and implementing aging-focused programming, manuscript authorship, generate fee-for-service agreements, and/or participant recruitment for interventional trials). Associate members may apply for full membership before one of the four membership application deadlines. Applicants for associate membership must meet the following criteria prior to application.

1. WKU visiting, non-tenure, or tenure-track position AND
2. Active collaboration with CASHA-related projects AND
3. Must be seeking external funding for CASHA-related projects OR have significant peer-reviewed authorship or co-authorship within the last three years AND
4. Recommendation from current CASHA Full Member or CASHA Advisory Committee Member

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Affiliate Member: This category is intended primarily for:

1. Investigators not fully meeting the full and associate member criteria, but are recognized as critical to the CASHA mission,
2. Investigators from an institution/organization other than Western Kentucky University
3. Investigators, including non-faculty investigators (e.g., post-doctoral trainees, research associates), who engage in aging research but have had no active, independent, aging-related grant funding or publications within the last three years.
4. Investigators in other research areas who are interested in translating their work into aging.
5. Investigators who wish to collaborate with CASHA members and participate in CASHA-sponsored activities.

Clinical Member: CASHA clinicians directly involved in patient care activities but who do not have an active record of research activities within the last three years. Clinical faculty who do not meet the requirements of Full, Associate or Affiliate Membership may be classified as Clinical Members.

4.1.4 Application Process

Applicants must provide E-copies of the following along with the application form:

- Curriculum Vitae (up-to-date)
- Letter of recommendation
- Letter of Application with responses to the following questions: What contribution do you plan to make to CASHA in the next year? In the next 5 years?
- Any additional information to assist in the evaluation of the application

Applications for membership will be reviewed four times per year.

- February 1
- May 1
- August 1
- November 1

All applicants will receive a letter from CASHA notifying them of the decision concerning membership status within 30 days of the review deadline.

4.1.5 Benefits of CASHA Membership

Level of Membership	Identify as CASHA member According to membership level	Feedback on external proposals restricted to CASHA mission	Participate in faculty development activities e.g. journal club	Opportunity to serve as co-principal investigator on CASHA grant proposals/projects	Access to pool of research participants	Voting rights and recommendations for CASHA membership
Full Member	x	x	x	x	x	x
Associate Member	x	x	x	x	x	
Affiliate Member	x		x			
Clinical Member	x		x			

All Full and Associate Members may request use of office space for meetings and as a temporary personal workspace. Requests will be considered based on availability of space with CASHA and the Center for Research and Development.



MEMBERSHIP APPLICATION

Use this checklist to make sure all materials are submitted for review

Date

Application

Letter of Application

Letter of Recommendation

Curriculum Vitae/Resume

Additional information to help evaluate application (optional)

Type of Application

Desired Member Status

New

Full

Reapplication

Associate

Renewal

Affiliate

Clinical

Applicant Information

Date

Name

University (if applicable)

Business Address

E-mail

City

State

Zip Code

For Office Use Only

Date Received

Date Reviewed

Date of Applicant Notification