

## Charleston Research Institute Policy Memorandum

**Title:** Subscription, Dues, and Conference Registration Policy

**Reviewed by:** Board of Directors

**Implementation Date:** April 18, 2005

**Reviewed Dates:** June 10, 2008, June 28, 2011

**Next Scheduled Review Date:** June 28, 2014

**Approval:** M. Rita I. Young, Ph.D., Chairperson

### **Policy Statement:**

Charleston Research Institute (CRI) is committed to fostering access to scientific information that allows VA and CRI personnel to remain current in their fields and apprised of cutting edge developments for the benefit of VA research and education. This involves subscribing to journals as well as facilitating VA investigators' full participation in scientific and educational organizations and conferences.

### **Background:**

Personnel may request payment or reimbursement for the cost of subscriptions for research related publications and approved educational materials that provide a clear benefit for VA research or education. Subscription requests must indicate a business, not residential, address for delivery.

If a membership is necessary to obtain the publication, or if it is cost-effective to pay for a membership in order to obtain the publication and/or to attend meetings and conferences at a significantly reduced rate, CRI may pay the dues. However, the organization must have a research orientation as demonstrated by publication of research journal(s) and/or hold scientific meetings of benefit to VA research.

If an organization offers no justifiable publications, but holds a meeting that has research relevance or educational value, **and** the cost of dues is justified by a reduction in the meeting registration fee, when practical, membership dues will be paid at the same time as the registration fee. (Purpose is to avoid paying for a membership justified by access to a lower registration fee, but subsequently the individual is unable to attend the meeting.)

### **Guidelines:**

Executive Director evaluates each subscription or conference request and decides whether to pay for a subscription, dues, or conference registration fees on the basis of research relevance or in the case of educational subscriptions, whether there is a benefit to VA or CRI employees, or to VA patients, and business prudence.

Examples for illustration purposes only:

Organization	Type	Journal?	Meeting?	Journal – Member	Journal – Non-Member	Meeting – Member	Meeting – Non Member	Member-ship Dues	Decision
American Diabetes Association	Diabetes Research	Yes - Research	Yes - Scientific	Only available to members	Not available	30% discount	Available 3/05	\$220	Pay dues
American Federation for Medical Research	Clinical research	Yes - Research	Yes - Scientific	Free with membership	Not available	\$345	\$525	\$180	Pay dues
American College of Physicians	Internal medicine	Yes - Research	Yes - Scientific	Included in membership	\$506	\$295	\$395	\$399	Pay dues
Western Society of Cardiologists	Regional Cardiology	No	Yes: meetings focus on private management	NA	NA	\$245	\$275	\$150	Disapproved - No research or education justification
Infectious Diseases Society	Infectious diseases	Yes	Yes	Free - online	\$2,410	Available in 9/04	Available in 9/04	\$140	Pay dues
American Women's Medical Association	Various	No	Yes	NA	NA	\$275	\$475	\$250	Disapproved - No research or education justification
Society for Federally Employed Social Workers	Educational	Yes - Educational	Yes - Educational	Membership required	\$425	\$325 Includes membership	NA	\$325	Pay dues
National Association of Medical Data Processors	Educational	No	Yes - Educational	NA	NA	\$425	\$475	\$175	Disapproved - Cost not justified by meeting savings - pay for meeting only