

## Charleston Research Institute Policy Memorandum

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

**Reviewed by:** Board of Directors

**Implementation Date:** April 18, 2005

**Next Scheduled Review Date:** April 18, 2011

**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 | Membership 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 |