

# CRI Knowledge Network Application Process

1. **ORGANIZATIONAL READINESS CHECKLIST (ORC):** Organization will complete the checklist and submit with Data Template and overview of organization.
2. **MEMBER APPLICATION PACKET:** Identified specific documents will be placed in a packet of needed information for the organization regarding KN with contact numbers for KN staff. Documents include:
  - Data Template
  - KN Overview in Power point presentation
  - Organizational Readiness Checklist (ORC)
  - KN overview (1 page)
  - Link to website
  - PDF of Poster
3. **CONFERENCE CALL:** After receipt of the ORC and Data Template from the organization and staffed by KN Coordinators, a conference call will be scheduled to discuss the organizations fit within the KN and get specific questions answered: Below is an outline of the information that may be covered:
  - What is your specific interest in Knowledge Network?
  - What research activities do you currently have going on? If not, how accepting of research is your organization in your opinion?
  - What academic partnerships do you currently have?
  - Are you a recipient of any grants currently? Do you have grant writing staff?
  - Do you have internal or external PI's?
  - Do you have an E H R for your entire enterprise? If not, what is your timeline for implementation?

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- Do you currently have research staff who are specifically devoted to research? What is their area of research?
  - Do you have technology resources that could be utilized to participate in the Technology workgroup?
  - How do you see your organization participating in the KN?
4. **IMPLEMENTATION SURVEY:** Organization will be sent the Implementation Survey to be completed.
  5. **KN STAFF will assess organization for membership and submit recommendations to Advisory Council for approvals.**
  6. **CRI KN Advisory Council APPROVAL MEETING:** Member information will be reviewed and critiqued by the CRI KN Staff Advisory Council for appropriateness of membership at the requested membership level. CRI staff will decide whether to accept or decline the application at this time. If the application is declined, CRI KN Advisory Council will provide a list of recommendations for the organization to assist them in future applications.
  7. **MOU / Contract:** (Excludes Dissemination Members) Document will be sent to CEO for signature.
  8. **WORK GROUP MEETINGS:** Accepted member will then be assigned to work groups and begin to attend work group meetings.