



## Institutional Member Agreement

This agreement outlines the commitments and expectations of Institutional members of the Urban Research Based Action Network (URBAN). Institutional members are organizations that foster local, regional, national, and international research through participatory, collaborative, and community based methodologies.

### 1. Member Benefits

- 1.1 **Peer network:** Access to a national network of scholars, artists, and community activists and leaders, to exchange information and ideas, learn from each other, and receive technical support and resources.
- 1.2 **Capacity strengthening:** Participate in workshops, training, and exchanges created for graduate students, staff and faculty of member organizations and receive regular updates and resources to support your work.
- 1.3 **Mentorship:** Each institutional member receives one URBAN Fellow spot in an annual URBAN cohort. Each selected emerging scholar and community leader also holds the position of URBAN Fellow. Members of the fellows cohort meet with a mentor selected from the National leadership team.
- 1.4 **Collaboration opportunities:** Contribute to collaborative projects that address common member needs, facilitated by URBAN.
- 1.5 **Publicity:** URBAN will share at least one story or update about each institutional member's work via its newsletter or website each year. Members may include URBAN's logo and endorsement for their projects, with prior written approval.

### 2. Institutional Member Commitments

- 2.1. **Actively promote and contribute to URBAN's mission:** "URBAN is a multidisciplinary, distributed network of scholars and practitioners committed to articulating and strengthening the collaborative methods and impact, sharing findings, raising the visibility, developing career pathways and increasing the acceptance within the academy of community-based research. URBAN creates physical and virtual spaces where thinkers of all stripes, academic and non-academic, can explore, debate and share

lessons, with the ultimate goal of becoming a robust source of new scholarly work”.

- 2.2. **Strive to practice the values of** inclusion, collaboration, problem-solving, equity, and learning.
- 2.3. **Conduct collaborative work ethically and respectfully.** Reach agreement on consent, confidentiality, credit for contributors, and access to benefits. Treat participants in shared work with respect and professionalism.
- 2.4. **Positively and constructively engage** with other members, and external stakeholders such as governments, the media, and other relevant actors at local, national, regional and international levels.
- 2.5. **Ensure participant safety.** Make every effort to anticipate, plan for, and minimize or prevent personal risks to people involved in People Powered activities, including protecting individuals’ personal information. If this is not possible, ensure full awareness and consent of those taking risks.
- 2.6. **Share knowledge.** Contribute to URBAN’s knowledge sharing and communications efforts, such as newsletters, blogs, workshops, and social media. Share relevant materials, resources, learning, news, and opportunities with URBAN and other members. We only expect members to freely share resources that are already available for free, not paid resources or products.
- 2.7. **Promote URBAN’s work.** Share URBAN announcements, opportunities, and requests with your network. Publicize your URBAN membership on your website and communications channels.
- 2.8. **Respond to inquiries.** Provide guidance and information in response to relevant questions from URBAN and other member organizations.
- 2.9. **Provide appropriate attribution for people’s work.** All members involved in the production of collaborative research or work must ensure attribution for contributors. Discuss and agree to attribution before sharing work publicly.
- 2.10. **Disclose legal obligations.** Bring to the attention of URBAN any laws or other rules set by members’ own government or employer that could impact their involvement in collaborative work.
- 2.11. **Keep current with membership fee (\$ 1,000 per institution).**

### 3. Intentions

- 3.1. **Conflicts of interest.** When undertaking work with or through URBAN disclose any potential conflicts of interest that in actuality or perception conflict with the member agreements.
- 3.2. **Monitoring and Shared Governance** . Any violation of these agreements should be shared in a timely manner with URBAN, who will discuss remedies with the parties involved
- 3.3. **Project-specific variations.** Because requirements and expectations may

vary by activity, partner, and context, participants in collaborative projects will discuss and agree on project-specific ways to carry out the commitments above before initiating work.

- 3.4. **Separation from membership:** If a member is unable to meet the above agreements and intentions, URBAN may ask them to separate from URBAN membership.

I have read and agree with these member agreements:

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Signature	Name and organization	Date
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