APPENDIX B: Adding Highly Qualified Personnel (HQP) to the Network
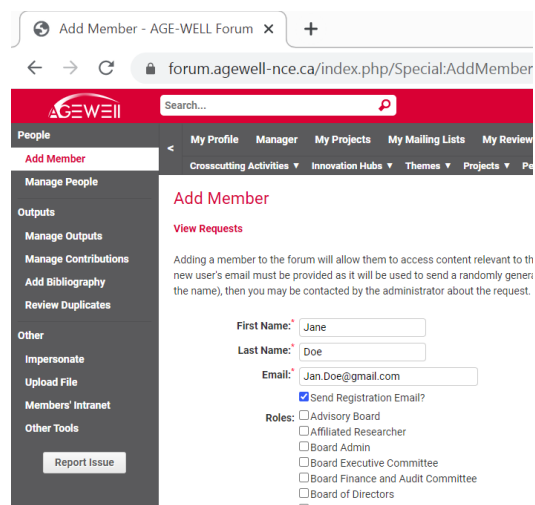
AGE-WELL HQP are part of a pan-Canadian knowledge community that has access to exclusive programming, funding, and networking opportunities through our EPIC Program. NCE defines HQP as all trainees, research staff, and technicians receiving salary or stipend support from an AGE-WELL grant.

As per the terms and conditions of AGE-WELL grants, network investigators or their designated project support staff are responsible for creating Forum accounts for their HQP. This provides HQP with access to network resources – including funding and educational opportunities – and aids in network annual reporting to NCE. Often, Project Leads assign the "Project Support" role in Forum to a project manager to facilitate this process.

Adding HQP to Forum
Below are the steps required to add incoming HQP funded through AGE-WELL projects into the Network:

1. Log on to Forum

2. On the top left select "Add Member"

3. Fill in the information requested. Select "no" for the Candidate questions

4. Once the request is approved, HQP are required to fill in their "HQP profile" information.

5. Sign and return to us the following documents: Conflict of Interest, Confidentiality and Non-Disclosure, and Appendix A of the NCE Network Agreement. These documents can be found on Forum under the HQP Resource section and can be emailed to training@agewell-nce.ca

Removing HQP from Forum
You must also indicate on Forum when an HQP ceases to receive AGE-WELL funds. Please offer trainees continued affiliation with AGE-WELL. Those who have completed the EPIC Innovators of Tomorrow Certificate Program are eligible to remain on as Alumni HQP. Those who were not required to complete EPIC may stay on as Affiliates. Inform training@agewell-nce.ca to request that the HQP subrole be changed accordingly.

HQP Affiliate Program
For individuals in AgeTech who are not funded by AGE-WELL, applications to become AGE-WELL HQP are accepted throughout the year via Forum. Please do not add non-funded HQP to Forum; rather, please provide them with more information on accessing the program here.

Members' Intranet
Once HQP are added onto Forum, they can access AGE-WELL Members' Intranet for AGE-WELL events, webinar archives, resources, and a discussion board to contribute blog posts and job opportunities.

Innovators of Tomorrow Certificate
HQP receiving scholarships or project funds as a stipend are required to enroll in, and complete, the *Innovators of Tomorrow Certificate Program* within 1 calendar year of receiving funds. The certificate program consists of 4 online courses hosted on the Members' Intranet.

HQP Orientation
This orientation is mandatory for all HQP and can be found on Members' Intranet video archives or here. New HQP are encouraged to sign-up for the HQP Slack Channel to network and share resources with fellow HQP.

All questions and signed forms should be sent to training@agewell-nce.ca