Rochester Institute of Technology
Center for Research Excellence / Major Research Laboratory

Description of Affiliation Agreement

A. Preamble

A Rochester Institute of Technology (RIT)-designated Center for Research Excellence (CREs) or Major Research Laboratory has a defined focus, involving multiple externally funded projects from multiple principal investigators (PIs) and support and/or research staff. Among other aspects, CREs/MRLs are defined in terms of their research expenditures, as follows: "The minimum amount of annual expenditures recorded on externally-funded projects housed within the research center/lab, including capital, must average at least $.5M per year in total expenditures for a period of at least the past two consecutive years" (http://www.rit.edu/research/srs/grantmgmt/Recovered_FA_Return.htm)

B. Purpose

I. Each CRE/MRL shall create a process of affiliation and de-affiliation for membership of a CRE/MRL, in order to:

   (i) Provide a documentary record of affiliation and de-affiliation of all affiliates;
   (ii) Clarify a researcher's involvement in context of their Plan of Work (POW) and Annual Review and thus enable a researcher to formally claim affiliation to such a CRE/MRL;
   (iii) Enable a CRE/MRL to officially recognize and utilize researcher affiliations; and,
   (iv) Determine how the facilities and administration (F&A) overhead return to colleges, departments, center/laboratories, and PIs should be distributed.

II. Each CRE/MRL shall be determine membership cognizant that RIT recognizes the following core principles as fundamental:

   a. An affiliate of a CRE/MRL is someone who:
      (i) Has an integral role in the core activities of a CRE/MRL; and,
      (ii) Makes regular use of CRE/MRL resources, (e.g., labs, equipment, project management staff, etc.).

   b. Individual applications for affiliation shall be approved by the CRE/MRL members—subject to the by-laws of the CRE/MRL—described in the affiliate’s Plan of Work (POW), and approved by the researcher’s department head.

   c. Affiliation and participation fundamentally embraces the concept of academic freedom, which allows for a faculty member to request association with any CRE/MRL.
d. A researcher may affiliate with one or more CRE/MRL, but shall designate only one as the primary CRE/MRL affiliation, for the purpose of overhead distribution.

e. Any researcher may request a project affiliation with a CRE/MRL on a per-project basis, irrespective of affiliation status, where such a person may use resources specific to that CRE/MRL.
Center for Research Excellence/Major Research Laboratory
Affiliation Agreement

I am choosing to affiliate with [Insert CRE/MRL name here]. I am aware that the [Insert CRE/MRL name here] functions with a well-defined research focus area, involving multiple externally funded projects from multiple principal investigators (PIs) and support and/or research staff. Specifically, it works to provide both research support and coordination towards the common objectives that define the [Insert CRE/MRL name here].

Centers for Research Excellence/Major Research Laboratories:

(i) Consist of like-minded researchers that share a common research theme or interest, and;
(ii) Seek to engage a wide variety of faculty, staff, students, and partners to promote cross- and multi-disciplinary collaboration.

In choosing to affiliate, I acknowledge:

a. That a portion of my scholarly activity is aligned with the work performed at [Insert CRE/MRL name here] and that I will coordinate with the other affiliate of the CRE/MRL to identify strategic projects, collaborations, and research activities that are mutually beneficial to both my academic career and CRE/MRL advancement;

b. That my affiliation and its associated description shall be discussed with and approved by my department head or supervisor, as part of my annual Plan of Work (POW);

c. That I may claim primary membership to one CRE/MRL, as specified in my POW, with the associated overhead cost (F&A) redistribution implications. However, I can (i) belong to more than one CRE/MRL and (ii) amend said overhead cost redistribution on a per-project basis, should that project make use of CRE/MRL resources other than the primary CRE/MRL with which I am affiliated. Such a per-project CRE/MRL affiliation and overhead cost distribution will be reflected via the relevant Proposal Routing Form;

d. That my affiliation with [insert CRE/MRL name here] shall be reviewed by the CRE/MRL director and affiliates subject to the policies and by-laws of the CRE/MRL (see attached policies and by-laws);

e. That I have been supplied with a copy of the current polices and by-laws of the CRE/MRL;

f. That the CRE/MRL or I may terminate my affiliation, with due cause, through written notice to me the affiliate or CRE/MRL Director and my department head or supervisor, respectively.

Faculty Affiliate [CRE/MRL] 
Chair/Supervisor, Department/Program of XXX

Director, [CRE/MRL] 
Dean, College of XXX