

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/grantsmgmt/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 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 policies 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