

ADDITION OF NEW PARTNERS TO THE ROCKY MOUNTAINS CESU

I. SUMMARY

The RM-CESU Executive Committee herein delineates the policies pertaining to the application process for admission of additional research, technical assistance, and education organizations into membership in the RM-CESU. The fundamental feature of these policies is that candidate organizations will be evaluated using steps similar to those used when the founding membership was defined. The Executive Committee will base its decisions on application materials and an interview. The addition of a new Federal Agency or a new Partner Institution must be approved by the RM-CESU Executive Committee members. Consistent with Article II.C of the Cooperative Agreement, new members will be added through an amendment to the agreement. And, "Amendment shall be in writing, signed, and agreed to by all signatories of this agreement".

II. APPLICATION PROCESS

Prospective member organizations, whether solicited or unsolicited, are required to provide the appropriate application materials described below. Based on review of these materials, the Executive Committee will determine whether or not to proceed with the interview stage of the admission process.

A. APPLICATION MATERIALS

Federal Agency Partners

Federal agency applicants must be members of the CESU Network Council and signatories on the national CESU Network Federal Agency Memorandum of Understanding. These federal agency partners are eligible for enrollment in any individual CESU, to support collaborative activities aligned with the mission and goals of the CESU Network and individual CESU. The steps for the federal agency partner application process are:

1. Establish initial contact with the host university CESU director to begin dialog regarding enrollment as a new federal agency partner.
2. Submit a formal letter of interest and application (e.g., no more than 10 pages) to the host university CESU director including:
 - Expression of desire to enroll in the CESU as a new federal agency partner.
 - Confirmation that the agency is a member of the CESU Network Council.
 - Confirmation that the agency has read the CESU agreement and agrees to support the CESU mission and goals and fulfill the roles and responsibilities of a federal partner, as described in the CESU agreement.
 - Description of the federal agency, its mission, and the primary focus of collaborative activities to be supported through the CESU in the context of the CESU mission.
 - Description or list of the primary agency programs, departments, or other institutional divisions that will likely be engaged in CESU activities. Include website addresses for further information, as appropriate.
 - Agreement to pay the required one-time \$10,000 enrollment fee to support host university CESU administration (e.g., hosting annual meetings, maintaining website, facilitating communications among partners, coordinating periodic reporting).
 - Designation of a technical representative (with full contact information – name, title, full address, phone, fax, email) to serve on the CESU's federal managers committee, participate in CESU annual/semi-annual partner meetings, and facilitate internal and external communication, promotion, and response to CESU correspondence and administrative actions (e.g., announcements, new member applications, processing agreements/amendments, five-year reviews).
 - Designation of an administrative or grants and agreements representative (with full contact information – name, title, full address, phone, fax, email) to serve as financial assistance point of contact.
 - Agreement to relay agency-specific research, technical assistance, and educational needs among CESU partners.
 - Signature (or endorsement) from an appropriate agency official, with authority to commit agency resources in a binding multi-year federal cooperative and joint venture agreement (e.g., agency administrator, regional director, division or branch chief).

Nonfederal Partners

Tribal, state, and local governments, academic institutions, nongovernmental conservation organizations, and other nonfederal organizations are eligible to apply for enrollment in any individual CESU, to participate in collaborative activities aligned with the mission and goals of the CESU Network and individual CESU. The steps for the nonfederal partner application process are:

1. Establish initial contact with the host university CESU director to begin dialog regarding enrollment as a new partner institution.
2. Submit a formal letter of interest and application (e.g., no more than 20 pages) to the CESU director including:
 - Expression of desire to enroll in the CESU as a new partner institution/organization.
 - Confirmation that the institution/organization has read the CESU agreement and agrees to support the CESU mission and goals and fulfill the roles and responsibilities of a nonfederal partner, as described in the CESU agreement.
 - Description of the institution/organization, its mission, and the primary focus of collaborative activities to be supported through the CESU in the context of the CESU mission.
 - Description or list of the primary programs, departments, or other institutional divisions of relevance to federal land management, environmental, and research agencies that will likely be engaged in CESU activities. Include website addresses for further information, as appropriate.
 - A list of and brief description of the staff or faculty with expertise in disciplines and subject areas of relevance to federal land management, environmental, and research agencies (do not submit CVs).
 - For academic institutions, include a description of student demographics and the institution's status as a minority-serving institution (e.g., as defined by the U.S. Department of Education).
 - Description or list of facilities, equipment, centers, or institutes that would provide support to the research, technical assistance, or educational activities of relevance to federal land management, environmental, and research agencies that will be engaged in CESU activities.
 - Description or list of past research, technical assistance, and educational services supported through federal financial assistance awards that are of relevance to federal land management, environmental, and research agencies that will be engaged in CESU activities.
 - Description or list of current formal agreements and informal relationships with federal agencies that are of relevance to federal land management, environmental, and research agencies that will be engaged in CESU activities.
 - Confirmation of the institution's/organization's willingness to accept a limited overhead rate of 17.5% and cost items to which the rate is applicable for activities conducted through the CESU, including research, technical assistance, and educational services (this overhead rate applies to the entire institution/organization for CESU activities).
 - Designation of a technical representative (with full contact information – name, title, full address, phone, fax, email) to serve on the CESU steering committee, participate in CESU annual/semi-annual partner meetings, and facilitate internal and external communication, promotion, and response to CESU correspondence and administrative actions (e.g., announcements, new member applications, processing agreements/amendments, five-year reviews).
 - Agreement to relay agency-specific research, technical assistance, and educational needs and associated funding opportunities to other institutional/organizational members (e.g., faculty, students).
 - Signature (or endorsement) from an appropriate official, with authority to commit institutional resources in a binding multi-year federal cooperative and joint venture agreement (e.g., president, executive director, chief financial officer, vice president for research, director of sponsored programs).
 - Letter(s) of support from one or more CESU federal agency partners sponsoring the new partner's application, including a description of successful past collaborative work supported through federal financial assistance awards.

B. INTERVIEW

If a majority of the Executive Committee agrees that the nomination appears to have merit, an invitation will be extended to the appropriate official to attend the fall Executive Committee meeting. This meeting is required. It provides an opportunity for the proposed new member to make a presentation to the committee addressing the components of the Application Materials in Section II. A above. The committee is free to ask additional relevant questions as well as answer any questions that the proposed new partner may have.

III. ADMISSION DECISIONS

The Executive Committee will discuss the merits of the proposal and put the nomination to a vote, Nonfederal nominees are elected to membership by super majority (2/3rds or greater) of the Executive Committee (quorum - 50% needed to vote). For successful applicants, the Host Institution, working with the national CESU staff will prepare an appropriate amendment to the list of members in the RM-CESU Agreement. The amendment will be signed and agreed to by all signatories to the Cooperative Agreement. The amendment and documentation of the application process will be forwarded to the CESU Council for concurrence. Following the Council's approval of the amendment, the Host University will issue a formal letter of acceptance welcoming the new partner, and distribute the amended agreement to all RM-CESU member organizations.