

Memorandum of Understanding

[FOR ADMINISTRATIVE USE ONLY]

Between: College of Built Environments (CBE) Office of Research

And: [Principal Investigator Name]

Regarding: *CBE Research Momentum Accelerator Program*

Effective Date: _____

Duration: Up to three (3) years, contingent upon continued eligibility and alignment with program expectations.

1. Purpose

This Memorandum of Understanding (MOU) outlines the mutual understanding between the College of Built Environments (CBE) and participating Principal Investigators (PIs) regarding participation in the *Research Momentum Accelerator Program*.

The College of Built Environments provides a shared service level of support for all CBE PIs who conduct research. The goal of this RMA Program is to go beyond that shared service to provide an additional level of support for PIs who aim to build research momentum. This support is available to PIs hoping to expand their research project portfolio, establish a new Research Center (Organized Research Unit), and/or provide bridge support for PIs who have hired research staff in the past or intend to hire research staff in the future. This program includes up to a 3-year period of staff support, assuming eligibility criteria and alignment with program expectations continue to be met throughout that time. Specific types of support are expanded below.

3. Program Membership Types

Participating PIs may fall into one of the following program membership types. This staff support grant is supporting based on the category selected below:

Bridging Support

For PIs who have previously demonstrated momentum but are in need of staff bridging support to re-gain that momentum

- Intended to bridge staffing needs until the PI is able to hire permanent staff.
- PIs at this level may be asked to provide peer mentorship to other PIs in the program that are following a similar trajectory or have similar research interests

New Center Startup

For PIs launching new Research Centers or Organized Research Units.

- Provides up to three (3) years of staffing support for center startup operations.
- PIs are expected to transition to self-sustained staffing after the 3-year period.
- PIs will automatically graduate from the program after three years and may reapply if additional support is needed.

Funded Project Portfolio-Based Support

For PIs with multiple active projects funded by various sources.

- Participants are expected to continue building momentum by submitting an average of three (3) funding proposals per calendar year.
- Proposals should, when feasible, include staff support in their budgets as a best practice.
- PIs may or may not intend to form a new Research Center as part of their program trajectory.

2. Program Support Overview

The program provides up to three (3) years of staffing support, subject to annual review and continued compliance with eligibility criteria and program expectations.

Tasks and responsibilities for the staff member(s) will be mutually agreed upon between the PI and the assigned staff member and may include, but are not limited to:

Communications (websites, announcements, news, technical reports)

- Website content writing and updates

- Announcement writing and posting
- News writing and posting
- Technical report preparation and publication
- Coordinating news and announcements with Marcom team when appropriate

Events (logistics, announcements)

- Working in collaboration with the marcom team to manage external-facing events
- Event planning and day-of support
- Event publicity and announcements

Administrative (travel, scheduling, meetings)

- Travel reimbursement support
- Large meeting scheduling and day-of support

Financial/portfolio Management (Case-by-case basis)

- Grant application preparation support in coordination with BE-Grants team.
- Post-award portfolio management support

4. Eligibility Criteria

The PI should continue to meet the eligibility criteria below during the duration of the support period.

- Be an active PI within CBE
- Continue to demonstrate an intention to build a research momentum
- An existing research portfolio with a consistent demonstrated record of seeking new funding opportunities (e.g., proposal submissions, gift solicitations, service agreements).

5. Expectations and Commitments

To remain in good standing and retain staffing support, PIs must:

- Communicate in a timely and professional manner with the shared services staff member. This includes but is not limited to;
 - Response to tagged “ACTION” or “RESPONSE REQUIRED” emails within 3 business days.

- Remain compliant with all UW and CBE policies and procedures and trainings. This includes but is not limited to:
 - Compliance with CBE Policies & Procedures related to fiscal policies, grants & contracts, PI trainings, and pre- and post-award processes.
 - Current on all CBE grants trainings
 - Current on all UW Central Research required trainings
- Meet the ongoing program expectations outlined in this MOU and associated program documents.

6. Review and Renewal

Participation and staffing support will be reviewed annually. Continued support is contingent upon demonstrated progress toward research momentum, compliance with program expectations, and availability of staffing support time.

The annual review process will include 2 steps:

- 1) A meeting with the Associate Dean for Research, Office of Research Administrative Specialist, and the PI to discuss program services, how the program support is working for the PI and the staff member, and to review and re-sign the MOU for the coming year.
- 2) A meeting with the Office of Research Administrative Specialist and the PI to conduct an annual review the scope of work agreement and conduct annual project forecasting. Notes from this discussion will be documented in PI program file.

7. Modification or Termination

Either party may request modifications to this MOU in writing. The agreement may be terminated by either party with written notice if program expectations are not being met, eligibility criteria are no longer satisfied, or staff support availability is discontinued.

8. Signatures

Principal Investigator (PI)

Name: _____

Signature: _____

Date: _____

College of Built Environments (CBE) Office of Research

Representative: _____

Title: _____

Signature: _____

Date: _____