ADDITION OF NEW PARTNERS TO THE South Florida and Caribbean CESU

I. SUMMARY

The SFC-CESU Management Committee herein delineates the policies pertaining to the application process for admission of additional organizations into membership in the SFC-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 SFC-CESU Management 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 all SFC-CESU Management 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 Management Committee will determine whether or not to proceed with the interview stage of the admission process. The prospective member organization must have a sponsor that is currently a member of the SFC-CESU Management Committee.

A. APPLICATION MATERIALS

1. A federal agency seeking membership must submit to the Host University a letter of interest stating that their agency is a current member of the CESU Council, and that they are prepared to fulfill their responsibilities as a Federal Agency Member of the SFC-CESU, including the payment of the one-time assessment of $10,000 to the host University.

2. An organization seeking membership as a Partner Institution must submit to the Host University a letter of interest confirming that they have reviewed the general CESU descriptive materials and the SFC-CESU Cooperative and Joint Venture Agreement, and that they agree to abide by all of the responsibilities and expectations of partner institution.

   a) In addition, a prospective new academic Partner Institution must submit a written response to the ten (10) elements listed in the original “Program Announcement and Request for Proposals for Establishing a Second Round of Cooperative Ecosystem Studies Units” (15 September 1999). The ten elements are:

   1) A contact person, along with their title, address, phone number, fax, and email address,
   2) A list of programs relevant to the Federal land management, environmental and research agencies,
including degrees offered and number if graduate students in each program,

3) A list of and brief description of faculty with expertise in disciplines and interdisciplinary work relevant to Federal land management, environmental and research agencies (do not submit vitae),

4) A list and brief description of relevant facilities and equipment,

5) A list and brief description of relevant experience in research, technical assistance, and education linked to CESU Network objectives (such as previous grants, special project awards and so forth),

6) A list and description of current formal and informal relationships with Federal land management, environmental and research agencies,

7) A description of services to be provided to the participating Federal agencies and Federal employee(s) by the university

8) A description of the actual, assessed overhead rate (not to exceed 17.5.%) to be charged and cost items to which the rate is applicable for activities conducted through the CESU, including research, technical assistance, and educational services,

9) A description of administrative support, including the ability (and administrative charges, if any) to transfer, subcontract, and receive funds between CESU partners, and through the national CESU Network, and

10) Staff, faculty time, educational services and other commitments the university wishes to offer the CESU, including amount, kind, dollar value and duration of assistantships, work-study funds, clerical support, and so forth.

b) The application must be accompanied by a least one letter of support from a Federal Partner which states what expertise the candidate organization brings to the CESU.

c) The application must state how the candidate organization adds to the existing CESU partners and does not duplicate expertise within the existing network.

3. After receipt of these materials, the Management Committee will consider the nomination.

B. INTERVIEW

If a majority of the Management Committee present agrees that the nomination appears to have merit, and invitation will be extended to the appropriate official to attend the next Management 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. The meeting must be attended by a majority of the Management Committee. A majority is defined as 50% of the committee plus one.

III. ADMISSION DECISIONS
The Management Committee will discuss the merits of the proposal and put the nomination to a vote, Federal Agency nominees and Partner Institution nominees are elected to membership by consensus of the Management Committee. For successful applicants, the Host Institution, working with the national CESU staff will prepare an appropriate amendment to the list of members in the SFC-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 SFC-CESU member organizations.