

## 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 to proceed with the interview stage of the admission process.

#### A. APPLICATION MATERIALS

##### **Federal Agency Partners**

Federal agency applicants must be existing members of the CESU Council and signatories on the CESU Network interagency 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 as follows:

1. Establish initial contact with the RM-CESU Executive Director ([lisa.gerloff@umontana.edu](mailto:lisa.gerloff@umontana.edu)) 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 RM-CESU Executive Director (with "cc" to the CESU Network Coordinator ([tom\\_fish@nps.gov](mailto:tom_fish@nps.gov))) 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 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 commit agency financial resources to support host university CESU administration in accordance with CESU Council annual host university support guidelines, as described in the CESU agreement.
  - 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 partner applications, processing agreements/amendments, five-year reviews, periodic reporting).
  - 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 RM-CESU Executive Director ([lisa.gerloff@umontana.edu](mailto:lisa.gerloff@umontana.edu)) 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 nonfederal partner institution/organization.
  - Confirmation that the institution/organization has read the CESU multi-partner 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. Enrollment is expected at the level of the entire institution – enrollment by subordinate institutional units (e.g., individual college, school, or department within a university; individual division, branch, or program within a nonacademic organization) is not appropriate. However, a partner may elect to designate a specific institutional unit with primary technical or administrative responsibilities for participation in a CESU.
  - Description or list of the primary programs, departments, or other institutional units 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 matter 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 the CESU programmatic indirect cost (IDC) rate and cost items to which this rate is applicable for activities conducted through the CESU, including research, technical assistance, and educational activities (this IDC 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 Executive 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 partner applications, processing agreements/amendments, five-year reviews, periodic reporting).
  - 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 and associated funding opportunities to other institutional/organizational members (e.g., faculty, students, staff).
  - 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, authorized organizational representative, director of sponsored programs).
  - Letter(s) of support from one or more CESU federal agency partners to verify satisfactory performance by the applicant in the execution of federal financial assistance awards (i.e., cooperative agreements or grants). Letter(s) of support may include factual description of past

collaborative project work supported through federal financial assistance awards, but shall not include language constituting an endorsement of any product, service, or enterprise in accordance with 5 CFR § 2635.702(c).

## 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 spring virtual 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 present.

## IV. AMENDMENT REVIEW AND SIGNATURE PROCESS

The CESU Network National Office distributes the amendment to the new partner(s) and Host University for review and signature. The new partner(s) and Host University process the amendment, returning their respective completed signature pages by email to the CESU Network National Office. The amendment must be signed by an appropriate official, with authority to commit institutional resources in a binding multi-year federal cooperative and joint venture agreement (e.g., for federal partners – agency administrator, regional director, division or branch chief; for nonfederal partners – president, executive director, chief financial officer, vice president for research, authorized organizational representative, director of sponsored programs).

The amendment is fully effective upon receipt of the new partner and Host University signature pages. Once the amendment is in effect, the CESU Network National Office works with the CESU Director to distribute a digital copy of the fully executed amendment to all existing partners for their files and posts the amendment to the CESU Network national website.

## V. NEW PARTNER ACTIVELY PARTICIPATES

Once the amendment is in effect, the new partner is expected to actively participate in the CESU and CESU Network activities, in fulfillment of the roles and responsibilities of a nonfederal or federal partner as described in the CESU agreement.