



New Partner Induction Policy

As the Great Lakes-Northern Forest (GLNF) Cooperative Ecosystem Studies Unit (CESU) develops and research, technical assistance, and education needs are further identified, it may be necessary for additional GLNF-CESU partners to be added. This policy will be used to guide the procedure for new partner induction into the GLNF-CESU.

This CESU is comprised of federal agencies, academic partners and non-academic partner institutions. A representative from each current partner makes up the Executive Committee for the GLNF-CESU. During times of new partner additions, it is up to the members of the GLNF-CESU Executive Committee to approve a new partner induction. All new inductees must be unanimously approved by the Executive Committee members. In being consistent with Article III.C. of the Cooperative Agreement, new members will be added through an amendment to the agreement. And, "Amendments shall be in writing, signed and agreed to by all signatories to this agreement."

In order to be inducted into the GLNF-CESU, prospective partners must provide the appropriate application materials described below. Application materials will be accepted at any time, but an annual review process will occur at the time of the annual Executive Committee Member meeting. Address all materials to GLNF-CESU Project Coordinator, Department of Forest Resources, University of Minnesota, 110 Green Hall, 1530 Cleveland Ave. N., St. Paul, MN 55108.

APPLICATION MATERIALS: Please note that all application materials must be sent electronically.

Federal Agency

A federal agency seeking membership as a GLNF-CESU partner must be a current member of the CESU Council. In addition they must submit a letter of interest to the Host University that includes the following information.

1. Confirmation that the applicant has read the GLNF-CESU Cooperative and Joint Venture Agreement, and agrees to abide by all the responsibilities and expectations of federal agency members.
2. Payment of the one-time assessment of \$10,000 to the Host University.

APPLICATION MATERIALS CONTINUED:

Academic Partner Institution

An organization seeking membership as a Partner Institution must submit a letter of interest to the Host University that includes the following information.

1. Provide confirmation that the applicant has reviewed the general CESU descriptive materials and GLNF-CESU Cooperative and Joint Venture Agreement, and that they agree to abide by all of the responsibilities and expectations of partner institutions.
2. Provide your institution's mission statement.
3. Intent of administrative support stating that your institution has agreed to accept the indirect cost rate of 17.5%. In addition, a written and signed correspondence from the academic administrative office (signatory representative) that confirms the acceptance of the 17.5% indirect cost rate **MUST** be included with the packet. Finally, the following information **MUST** be included for **BOTH** the administrative (signatory representative) and the technical representative: title, address, phone number, fax, and email address.
4. Provide a list of programs relevant to federal land management, environmental, and research agencies. In addition, a description of the degrees offered and number of graduate students in each program **MUST** be included.
5. List and briefly describe faculty expertise in disciplines and interdisciplinary work that is relevant to federal land management, environmental, and research agencies. Do not send individual vitas. This information will be incorporated into the GLNF-CESU database.
6. Provide a list and brief description of relevant facilities and equipment.
7. Provide a list and brief description of relevant experience in research, technical assistance and education linked to CESU network objectives. This may include previous grants, special projects, miscellaneous awards, and so on.
8. Define and describe current formal and informal relationships with federal land management, environmental, and research agencies.
9. Provide 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.

Non-Academic Partner Institution

In addition to the letter of interest, a Non-Academic Partner Institution applicant should submit the following information:

1. Provide your organization's mission statement.
2. Identify a contact person for the organization. Their title, address, phone number, fax and email address **MUST** be included.

Non-Academic Partner Institution Continued

3. Provide a general description of the organization.
4. Provide a brief description of research, technical assistance and educational services to be offered to federal land management, environmental and research agencies.
5. List scientists and their expertise that is available throughout the organization. This information will be incorporated into the GLNF-CESU database.
6. Define other information relevant to the CESU Network objectives.

ADMISSION DECISIONS:

The Host University will collect and distribute the application materials to all GLNF-CESU Executive Committee members for consideration. Nominees can only be inducted by a unanimous vote of the Executive Committee. Executive Committee members will be given a 30 day review period to consider and sign the application materials. Executive Committee member decisions not met within this 30 day period will be determined as an affirmative vote, and thus will not require a signature stating this intent.

Application review criteria for Executive Committee members to consider:

1. What expertise does this applicant provide?
2. What is their collaboration history with federal partner agencies?
3. What are the number and affiliations of the faculty that are likely to be involved in this partnership?
4. What is the applicant's geographic location with respect to the GLNF-CESU boundaries?

AMENDMENT PROCEDURES:

1. Once application materials have been received, the host university will distribute the application to the GLNF-CESU Executive Committee members. Members are asked to review the application materials.
2. The Executive Committee will vote to either accept or reject applicant. Induction will occur only if a unanimous approval vote is received from the committee members.
3. Upon approval, the Host University will contact the National CESU Council staff in Washington, DC indicating that a new member needs to be added to the GLNF-CESU. National CESU staff will prepare a formal amendment adding the candidate partner to the master agreement. This amendment will be sent to the Host University.

AMENDMENT PROCEDURES CONTINUED:

4. The Host University will distribute the amendment to the candidate partner for review and signature. After the candidate returns the signed signature page, the amendment will be distributed to all the non-federal partners by the Host University, and to all federal partners by the National Network office.
 - Separate signature pages will be provided to facilitate this step.
 - When signing the amendment, each official must print or type their name and title.
 - According to Article III, C1 in the agreement, each current partner and Federal Agency will have 45 days to either sign the amendment or object in writing to the Host University.
 - If a Partner Institution or Federal Agency has not responded within this timeframe, its signature will not be required to make the amendment effective.
 - When all signatures have been collected by the Host University, the amendment and original signature pages will be sent to: Dr. Tom Fish, National Coordinator, CESU Network, Main Interior Building, 1849 C Street NW (3127), Washington, DC 20240.
5. The amendment becomes effective as of the date of the last signature, and the new partner can begin to implement appropriate activities under the GLNF-CESU Cooperative Agreement.
6. The Host University will issue a formal letter of acceptance welcoming the new partner, and distribute the amended agreement to all GLNF-CESU partner organizations.
7. The Host University will post a copy of the amendment on the GLNF-CESU web site.