

MAISRC Partnership Project Approval Process

There are two types of projects that can be considered “MAISRC projects.” **Core projects** are those funded directly, in part or in whole, by MAISRC. These focus on past or present MAISRC Research Needs Assessment (RNA) priorities. **Partnership projects** are funded by sources outside of MAISRC and do not need to, but are strongly encouraged to, be focused on research priorities.

This policy addresses the process by which any researcher would apply for their project to become a MAISRC Partnership project and their team to be considered MAISRC Fellows. This determination brings with it several benefits as well as expectations. A key benefit at the time of proposal for funding is the possibility of receiving a letter of support from MAISRC.

The process for being considered a Partnership project consists of the following steps, which need to occur **prior to submission of the proposal to the funder**:

1. Researcher discusses the proposal with the Director
 - Verify mission fit, resource needs, conflicts, etc.
 - Verify fit with MAISRC’s “Expectations policy” for research projects, including sharing of ICR and identifying designated PI
 - If there are no concerns and there are no opportunities for a collaboration, Director approves and notifies Center Fellows Group (CFG)
 - If there are concerns or opportunities for collaboration, Director forwards the proposal to CFG for review (see below)
 - If the project is not a good fit, the Director does not approve it
2. CFG review
 - Email Director who will include the proposal on CFG agenda
 - Give five-minute presentation to CFG, plus time for Q&A
 - Any further ad-hoc collaboration or post-meeting discussion welcome
 - CFG members send any concerns to Associate Director after meeting
 - Following review by CFG , the Director makes a decision whether to approve
 - If approved, PI submits:
 1. Official request for MCL space, if applicable
 2. Official request for office space, if applicable
3. Proposal Routing (within University of Minnesota)
 - PI sends proposal and budget to Director ~ 1 week in advance of due date
 - Budget must include funds for MCL (if being used)
 - Director provides letter of support
 - PI requests finance to add Director to proposal routing chain
 - If they are to be used, MCL (Building 335, Room 59) and/or U.S. Forest Service building must be listed as space on the PRF

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4. Proposal routing (outside University of Minnesota)
 - PI sends proposal and budget to Director ~ 1 week in advance of due date
 - Budget must include funds for MCL (if being used)
 - Director provides letter of support

5. Project initiation (Same as for MAISRC Projects)
 - Once project funded, PRF routed
 - Team members added to MAISRC roster, and list serve (Grad students, post docs, research assistants, and techs over 6 months)
 - Introductory materials sent to team members
 - Team and project pages created on website (Same list as above)
 - Communications plan developed