



## **General Programmatic Terms and Conditions for the Materials Research Science and Engineering Centers (MRSEC), (NSF 04-580) Cooperative Agreements**

1. **Key Personnel:** Except for the Principal Investigator(s) (PIs) or Co-PIs identified in this award, requests to make any changes to personnel, organizations, and/or partnerships specifically named in the proposal, that have been approved as part of this award, shall be submitted in writing to the cognizant NSF Program Official for approval prior to any changes taking effect. Requests for prior approval of changes to the PI(s) must be submitted through FastLane for review by the cognizant NSF Program Official and approval by an NSF Grants Officer.
2. **Program Description:** Materials Research Science and Engineering Centers (MRSECs) bring together researchers with diverse expertise -- in partnership with industry, government laboratories, and/or partners from other sectors -- to address complex, interdisciplinary challenges in materials science and engineering, to integrate research with education both internally and through a variety of partnership activities. The MRSEC supports projects that are too complex and multi-faceted for individuals or small groups of researchers to tackle on their own.
3. **Project Governance:** The Awardee will ensure that an efficient and effective project governing structure is in place throughout the award period to support all critical or significant project activities. Components of the management structure should include:
  - A. A MRSEC Director, as the Principal Investigator of the award, is the primary contact to the NSF Program Official. The Director is the chief executive officer for the Center who is responsible for all technical and non-technical aspects of Center management and project reporting requirements throughout the award period. The Director chairs the MRSEC Management Team and ensures that decisions by that Team are properly executed. The Director, with the assistance of the Management Team, is the primary liaison to the External Advisory Committee.
  - B. A MRSEC Management Team (generally called the Executive Committee) advises the MRSEC Director on all aspects of Center management. The management team's membership generally consists of, but is not limited to, the Director as chair of the management team, the various leaders of the Center's Interdisciplinary Research Groups (IRGs), the Education and Industrial Outreach Coordinators, and may include others who are not directly involved with the Center.

- C. An External Advisory Committee (EAC) serves in an advising capacity to the MRSEC Director and the management team. The Director in consultation with the MRSEC management team determines the membership of the EAC. The EAC generally meets annually at a time and place to be determined in consultation with the Director and the management team.
4. **Governing Responsibilities:** The Awardee will ensure efficient and effective performance of all project responsibilities by the governing components throughout the award period.
5. **Reporting Requirements:** The Awardee will provide ad hoc and regular reports as designated by the NSF cognizant Program Official with content, format, and submission time line established by the NSF cognizant Program Official. The Awardee will submit all required reports via FastLane using the appropriate reporting category.

The Awardee will submit all reports and certifications to NSF via FastLane. The awardee will submit research highlights to NSF at the request of the NSF Program Official and will submit up-to-date research highlights to the MRSEC website (mrsec.org). The Awardee will maintain a uniform database of quantitative indicators of activity and progress. Details of the database will be determined by NSF and provided to the Center after coordination with Center Directors.

MRSECs must seek to embrace the cultural, gender, racial, and ethnic diversity of the U.S. in the composition of their participants at all levels. The following are expected responses from MRSECs:

- Prepare and execute a diversity strategic plan with goals and intended actions to increase the diversity of the center's leadership, faculty, undergraduate, graduate students, and postdoctoral associates. The MRSEC will include the diversity strategic plan in its annual report and will discuss in that annual report the execution of the previous year's diversity strategic plan, the outcomes and impacts achieved (statistical and other information), and it will update the diversity strategic plan for the coming year. The updated strategic plan should highlight key deficiencies identified in the previous year's plan and new strategies to rectify them.
  - Assure diverse representations in the center's Research Experiences for Undergraduates (REU) and Research Experiences for Teachers (RET) programs.
6. **Awardee Support of Ongoing Management and Oversight:** The Awardee will ensure full commitment and cooperation among the governing structure components, and all project staff during all ongoing NSF project management and oversight activities. The Awardee will ensure availability of all key institutional partners during any desk or on-site review as well as timely access to all project documentation.

The Center Director, or a representative, and designated project staff will attend semi-annual inter-Center management meetings organized by the NSF Program Official to discuss issues common to MRSECs, facilitate communications among Centers, and identify innovative means to approach common problems and opportunities.

The Center will create a World Wide Web page describing the essential features of the Center as well as progress highlights of the Center's technical and educational program in accordance with MRSEC guidance.