Article I – Introduction

1.1 The following operating procedures will be used to govern the Center for Arthropod Management Technologies (CAMTech), a National Science Foundation (NSF) Industry/University Cooperative Research Center (I/UCRC).

1.2 The operating procedures are approved by the Directors’ Board (consisting of the center director and the site directors for each site) and the Industrial Advisory Board (IAB). The operating procedures can be amended at any time by an affirmative vote of two thirds of the Directors’ Board and two thirds of the members of the Industrial Advisory Board. These operating procedures are intended to be flexible and to change with the needs of the center.

1.3 The CAMTech is a multiple university consortium comprised of the following affiliated participating universities/sites:

- University of Florida, Gainesville, FL
- University of Kentucky, Lexington, KY

University of Florida is the lead university of CAMTech. Additional universities may join the center as specified in Article XIII below.

1.4 These operating procedures form a part of the membership agreement (Appendix I) with participating members. If there are any inconsistencies between the operating procedures and the membership agreement, the terms and conditions outlined in the membership agreement take precedence over the operating procedures provided the inconsistent terms of the membership agreement have been approved by two thirds of the Directors’ Board and two thirds of the IAB.

Article II – Definitions

- University(s) or participating / affiliated university(s) means universities collaborating in the center.
- Member(s) means member companies, member corporations including non-profit organizations, commodity associations and institutions, or member government organizations.
- Sponsor means NSF.
• Shared Research means projects funded by members with results shared among the members of the center.
• Research means shared research. All research performed within CAMTech is shared research.
• Center means CAMTech.
• Mentor is a technical sponsor who oversees a center research project. A mentor may be a member of the IAB or another employee from the member organization.

Article III – Purpose

Vision Statement

3.1 The CAMTech will conduct industry-relevant fundamental research to facilitate strategies for management of arthropod and nematode pests.

Mission Statement

3.2 The mission of the CAMTech is:

• To conduct pre-competitive research and transfer knowledge to members for in-house use;
• Optimize and extend the versatility of current arthropod and nematode management technologies;
• Train personnel for potential future employment within industry.

Research Focus

3.3 CAMTech research topics will focus on the needs of the members and the capabilities of the universities.

Article IV – Membership

4.1 A company, corporation, government organization, or other organization becomes a member upon executing the membership agreement (Appendix I) and Non-disclosure agreement (NDA; Appendix II) and paying the membership fee.

4.2 A company, corporation, government organization, or other organization may support the center with at most two voting memberships.
4.3 The CAMTech membership fees will be used to support center research. The membership fee for for-profit organizations is $55,000 per year in Phase II. To account for normal increases in costs associated with running the center (e.g., student wages, tuition, etc.) and the reduced funding from NSF over time, the cost of membership will increase by $5,000 for each Phase of NSF funding. The membership fee for non-government, non-profit organizations is a minimum of $30,000 per year in Phase II, with the option to buy in at the full membership value.

4.4 New members will have access to all information on projects previously funded by the center.

4.5 A site university that receives and uses membership fees will provide a cost share match to support center research by limiting the university overhead rate to a maximum of 10 percent on member’s cash fees in accordance with the requirements of the National Science Foundation I/UCRC program solicitation.

4.6 An in-kind membership is possible upon approval by the center director, all university site directors, and two thirds of the IAB. A member organization that provides in-kind membership fees in lieu of cash payments will provide a list of categorized items to be considered as its in-kind support for approval. The value of in-kind payments will be based on fair market value. In-kind memberships must be reviewed and approved on an annual basis.

4.7 All members will sign the same membership agreement (Appendix I) and associated NDA (Appendix II) unless otherwise approved by the center director and lead site for non-substantive changes, or by the center director, all university site directors, the NSF I/UCRC program management and two thirds of the representatives of the IAB for substantive changes.

**Article V- Organization**

5.1 Members paying membership fees and the members providing in-kind membership fees will each have one representative on the IAB. An organization may have at most two center memberships and will be entitled to have one voting representative on the IAB for each paid membership.

5.2 The IAB will select a chair and a secretary (chair-elect) for a two-year term at the Inaugural IAB meeting, and every two years thereafter.

5.3 All members will participate in the strategic planning of the center. The IAB will assist the participating faculty in identifying pre-competitive, industry-related research projects; recommend research projects for future work; assist the center director and site directors in identifying new
members; review the research and educational accomplishments of the center; and recommend restructuring and/or redirecting of on-going programs to meet IAB needs and concerns.

5.4 The center director will be responsible for all center activities and will report directly to his/her dean at the lead university.

5.5 The site directors will be responsible for center activities at their university and will report directly to their respective university administrators and to the center director for purposes of center business. The site directors will provide liaison between the center and the appropriate academic departments of the member universities.

5.6 Project principal investigators will manage specific research projects funded by the center and will report directly to their respective site directors for matters related to center funded activities, their respective university administrators; and, will provide regular reports to the members supporting their projects (see 7.3). Project principal investigators will be identified in specific project proposals.

5.7 Each site director will be chosen by the participating university.

5.8 A center external assessment coordinator, appointed by the National Science Foundation, will assist the center director, site directors, and the Industrial Advisory Board to organize the center and provide an independent assessment of the operation. The center external assessment coordinator will report directly to the I/UCRC program manager at the National Science Foundation.

5.9 University policy committee: The center will form an administrative oversight and policy committee consisting of relevant university administrators at each participating university to resolve center administrative issues, including review of academic standards, recruitment strategies, retention issues, funding issues, space requirements, and equipment requirements related to the center. This committee will encourage faculty recognition for participation in the center in tenure and promotion decisions, and will promote research that is appropriate for graduate education.

5.10 Administrative support staff: The lead university and each participating university will provide a reasonable level of clerical and accounting support for the operation of the center. Administrative staff will maintain the center website including documents accessible to IAB members by password.

Article VI- Administration
6.1 The center director and site directors will work with the Industrial Advisory Board on strategic plans for the center and on recruiting new members.

6.2 The center director in cooperation with the site directors will submit an annual operating and research budget to the IAB for review and recommendations. This will be available for review prior to the fall IAB meeting each year.

6.3 Upon recommendation of the Industrial Advisory Board the center and site directors will authorize the use of membership fees by the project principal investigators in support of center research.

6.4 The site directors will work with the appropriate departments on recruiting graduate students for the center and will set standards for student participation; monitor student progress; set goals for recruiting students (especially minorities and women); promote the multidisciplinary nature of the research program.

6.5 Each CAMTech student (undergraduate, graduate, and/or postdoctoral) will have a center faculty mentor from his or her institution. The faculty mentor is responsible for advising the student on university, departmental, and center policies.

**Article VII- Reports and Interactions**

7.1 The center director shall provide at least an annual report to the members and to the National Science Foundation. This report will be available in electronic form for download over the Internet through a protected login interface.

7.2 For each project funded within the center, principal investigators shall provide an I/UCRC project description with technical objectives and milestones to the members at the beginning of the project.

7.3 For each project funded within the center, principal investigators shall provide a written quarterly report to the center director, which will be forwarded to IAB members and project mentors (see 9.4 below).

7.4 Interim project reports shall be provided to mentors via regular teleconference briefings or short written reports. The form and frequency of reports for each project shall be coordinated by the principal investigators and the project mentors. Presentations will be provided to mentors for review at least 48 hours prior to videoconferences.
7.5 All administrative issues, concerns or conflicts regarding the activities of research and reporting are responsibilities of the center director.

7.6 All reports will be provided to members as pdf files and will be marked ‘confidential’.

**Article VIII- Meetings**

8.1 The center director, site directors and the IAB chair in consultation with the center assessment coordinator and in accordance with NSF guidelines, will establish the schedule of activities and meetings for the center as well as the agenda for the twice yearly research review meetings.

8.2 The participating universities and IAB members for CAMTech will meet twice a year (spring and fall) to review research results, propose projects, review budgets, and discuss strategic plans for the center.

8.3 A member may send more than one representative to the IAB meetings, but will only have one voting representative per paid membership.

8.4 Meeting agendas are provided at least two weeks in advance of each meeting. Minutes for open and closed IAB sessions will be taken by the secretary of the IAB and distributed to the IAB and center assessment coordinator after the meeting. All documents will be supplied as pdf files and marked confidential.

8.5 Center meetings are closed to the public because of proprietary information that will be discussed. Attendance is limited to faculty, staff, postdoctoral fellows, and students affiliated with the center; representatives of center members; and the NSF-appointed center assessment coordinator and other NSF personnel. Prospective members and university affiliates may attend by invitation of the center director and must sign a CAMTech non-disclosure agreement (Appendix II). Prospective members may attend a maximum of two IAB meetings.

**Article IX- Research Project Selection Procedure**

9.1 Proposed new projects are reviewed annually by the IAB. On project decisions, each IAB member is allocated voting points (one per $1,000 of the membership payment) with which to influence project selection and resource allocation priorities. Voting points may be distributed across sites and projects in any manner that the member selects, from all points on one project to some points on many or all
projects. Projects with the most voting points will be selected for funding irrespective of center site. Project budgets may be adjusted slightly on the basis of available funds.

9.2 The research projects are conducted by students (undergraduate, graduate, and/or postdoctoral), technical staff and faculty at one or more of the participating universities.

9.3 All center members may participate in the selection and evaluation of research projects. Individual organizations may acquire up to two voting center memberships, and therefore will have a corresponding number of voting points.

9.4 Each funded project will have a minimum of two mentors / technical sponsors from member institutions.

9.5 Members may propose general industry-oriented research topics of interest for consideration. Faculty members from participating institutions may submit ideas for potential inclusion as areas of emphasis in the Request for Applications. A short list of relevant research topics will be compiled based on the interest of the members. Each participating university will develop a set of pre-proposals consistent with the interest of the members, and the mission of the center. PIs of top-ranked pre-proposals will be invited to submit a full proposal. The proposals will be distributed to the IAB and posted on the center secure web site prior to the fall IAB meeting. At the research review meeting, faculty/student teams will discuss their proposals with IAB members.

9.6 At IAB meetings, a member representative will be assigned as the primary reviewer for each proposal or research update, and will lead the discussion on that proposal or project during the LIFE form review and discussion. A member representative will also be assigned to provide feedback on research update posters during the poster session.

9.7 When the required expertise falls outside of CAMTech, research may be conducted by invitation at sites outside of the center. In this case, researchers must abide by the terms of the membership agreement, the NSF and the operating procedures outlined herein. Individual researchers typically only receive such a center sub-award once.

**Article X- Publicity**

10.1 A member shall not use the name of any participating university in any publicity, advertising or news release without the prior written approval of an authorized representative of the affected university. Likewise, no participating university may use the name of a member in any publicity
without the prior written approval of the member. Press releases will be coordinated between the
center director and participating university press office. Notwithstanding the forgoing the parties
may satisfy any reporting requirements of their respective organizations and of NSF.

10.2 Subject to the recommendations of the IAB, the center director shall post descriptions of all
CAMTech-funded research projects on the center website. The descriptions shall not contain
confidential or proprietary information and may be published freely.

**Article XI- Publications**

11.1 Researchers engaged in CAMTech research shall be permitted to disclose the methods and results of
their research after a review by the members for proprietary materials as outlined in the membership
agreement (Appendix I). The requirement for review by members prior to public disclosure ends
following member review of the final quarterly report of the project funding period.

11.2 In accordance with the membership agreement, Universities reserve the right to publish center
information arising out of or resulting from shared research. The notice of intention to publish along
with the manuscript will be sent to the primary contact for each member and posted to the secure
center website. University publication rights remain as per the membership agreement.

11.3 Center data that have been approved for public disclosure may be used in additional publications or
forums without additional permission.

11.4 The following statement acknowledging CAMTech support should be used for any publication of
research based on or developed with CAMTech support: “This material is based upon work
supported by the National Science Foundation I/UCRC, the Center for Arthropod Management
Technologies under Grant No. IIP-XX and by industry partners.” Phase II award numbers are IIP-
1821914 (University of Florida) and IIP-1821936 (University of Kentucky).

**Article XII- Benefits**

12.1 All members will have non-exclusive rights to the entire CAMTech shared research portfolio under
the conditions outlined in the membership agreement and these operating procedures.

12.2 All members will have an opportunity to directly contribute to CAMTech research and education
programs by serving as industrial mentors and/or thesis committee members as appropriate and
consistent with the policies and procedures of participating universities.
12.3 All members will have an opportunity to propose specific research problems, and focus areas for research.

12.4 Information transfer between the faculty/student research teams and members will be promoted by: direct involvement of the project mentor on the research team; submission of reports; and research presentations to members.

12.5 Each member that joins the center by paying a cash membership fee will vote anonymously on the selection of research projects supported by membership fees. They will also be eligible to vote on all other center matters and participate in the evaluation and discussion of research projects.

12.6 Each member that joins the center on an approved in-kind basis will also have voting rights as outlined in 12.5, if approved by two-thirds of the cash paying membership.

**Article XIII- New University Affiliates and Industrial Members**

13.1 From time to time, new universities may request membership in the CAMTech as an affiliated site. Each new university requesting membership shall initially obtain concurrence from the center director, site directors, and the I/UCRC program manager at the National Science Foundation prior to submitting a letter of intent to join to CAMTech. Universities requesting membership as a participating university must demonstrate their ability to perform synergistic research within the focused research areas of the center and their willingness to work within the structure, policies and procedures of CAMTech. Upon concurrence by the center, including the approval of a majority of the IAB, the new university requesting membership as a participating university may continue its application following the applicable procedures of the current National Science Foundation I/UCRC program solicitation.

13.2 A new university requesting membership into CAMTech shall review their research objectives and program plans, and obtain and submit within their planning grant proposal a letter of support from the site director at each of the current center university members and from the IAB chair.

13.3 From time to time, new companies, corporations, or organizations may request, or be invited, to join CAMTech as a member. These new companies, corporations, or organizations may join CAMTech upon signature of the existing membership agreement and associated NDA (Appendix II), acceptance of the current operating procedures, and payment of the non-prorated annual membership fee.