

Collaboration Plan and Protocols

Version 2022.02.01

Idaho NSF EPSCoR Track-1 Proposal Development Process

Purpose: This collaboration plan and protocols establish the ground rules for how we work together in a large team-based collaborative science project. This version is intended to support the proposal development and writing phases of the Idaho NSF RII Track-1 through to final submission to the National Science Foundation (NSF). The plan and protocols support knowledge sharing and generation in this large multi-institution, team-based science project. These protocols are intended to support both internal collaborations (BSU-ISU-UI) and to support external collaborations and partnerships. This collaboration plan will be updated and renewed to support implementation of the Track-1 project following confirmation of an award.

Principles:

1. This is foremost a statewide proposal that fulfills the Onedaho philosophy of building research collaboration and coordination across Idaho's research universities. The proposal will be co-led, co-developed, and co-written by team members from Boise State University, Idaho State University, and University of Idaho.
2. This collaboration plan establishes a framework for an open and collaborative working environment.
3. Each discipline and inter-discipline are valid along with their different strengths and weaknesses.
4. The proposal, and resulting project, requires the expertise and resources from all three of Idaho's research universities, and is dependent on successful collaboration.
5. Promote and encourage: respect for all involved; professional and positive interactions; learning from each other.

Expectations for Collaborative Team Science:

1. We each agree to comply with the principles and protocols set out in this collaboration plan.
2. We strive to create and maintain a culture of mutual respect, shared learning, interdisciplinary research and education, and professionalism.
3. Ensure people in multiple meeting modalities (in person, video, etc) are included and your attention is placed on the discussion.
4. Team-based collaboration is challenging and it can be hard at times. It is not for everyone – there is nothing wrong with individual PI lab centered research, but that is not the emphasis of NSF EPSCoR Track-1 projects. Here you will be working collaboratively with team members from other institutions and disciplines.

5. Be prepared to work outside of your disciplinary and epistemological comfort zone by working within and across different disciplines and knowledge systems.
6. The proposal development represents an open-source process, where ideas and information are provided along with all the rights to use, study, change, and share for the purpose of Idaho's RII program development. As such, the content of the RII proposal is a joint document, owned and shared by the Idaho EPSCoR Program.
7. Research team members and Education and Workforce Development team members will work with one another.
8. Members of research focus areas or tracks will work with the other research focus areas.
9. Adhere to agreed timelines throughout the proposal development process.
10. Time commitments during proposal development will vary depending on your role, will increase and decrease through the 8-month lifecycle of proposal development, and can be expected to be significant (see Expectations for Team Members below for more detail).
11. We can expect to have disagreements – if this occurs, focus on the ideas and not personalities.

Expectations for Professional Behavior:

All team members and participants are expected to conduct themselves in a professional manner. Idaho EPSCoR is committed to providing an atmosphere that encourages the free expression and exchange of scientific ideas and are dedicated to the philosophy of equality of opportunity and treatment for all meeting attendees regardless of gender, race, ethnic origin, religion, age, marital status, sexual orientation, disabilities, or any other reason not related to scientific merit.

1. Demonstrate respect and consideration for all people.
2. Communicate openly and thoughtfully with others, listen well to others, and be considerate of the multitude of views and opinions that are different than your own. *Welcome a diversity of voices.*
3. Be respectful in discussing and debating ideas. *Demonstrate that differing perspectives are valued—critique ideas, not people.*
4. Be collaborative. *Be mindful not to exert dominance over others. Consider the effect of power differentials in relationships, positions, and experiences and of other factors to avoid dominance.*
5. Report conduct concerns to an event contact so that concerns can be addressed responsibly and in a timely fashion. *Respect and maintain the confidentiality of the individuals involved.*

Be Mindful of Unprofessional Behavior:

1. Do not intentionally talk over or interrupt others.
2. Do not engage in biased, demeaning, intimidating, bullying, coercive, or harassing/hostile conduct or commentary, whether seriously or in jest, on-site, online, and/or on social media.

3. Do not engage in or threaten physical or verbal abuse, including attacks on ideas vs. respectful, disagreeing dialogue.
4. Do not retaliate against or disadvantage anyone for reporting a conduct concern or assisting in its resolution.
5. Do not disrupt the event, disallow participation by others, or engage in harm or threats of harm.
6. Do not knowingly violate copyrights or copy presenter information without permission.

Expectations for Proposal Development Team Members:

There are three levels of position for research university faculty on the Track-1 proposal development team:

1. One **lead** or two co-leads for each institution.
2. Four to six **core proposal team members** for each institution.
3. Additional **contributing team members**.

Interim Institution Leads

Purpose:

1. Provide intellectual scientific leadership and integration for Track-1 proposal planning, development, and writing.
2. Contribute as part of the core proposal development team.
3. Collectively advise the Project Director (PD) and assist with programmatic decision making on week-to-week issues that might arise.
4. Consult with their cognizant VPR and as appropriate represent the institution during proposal development.
5. If the need arises, coordinate with the proposal team members from their institution.

Requirements:

1. Tenured Associate or Full professor.
2. Strong research track record (peer-reviewed publications and external competitive research awards, ideally an NSF track-record). Two of the three interim leads must have an NSF track record, if an interim lead does not have an NSF track-record they should have equivalent level of experience.
3. Disciplinary or interdisciplinary expertise relevant to the approved research topic.
4. Ability to contribute to one or more of the research/education areas or tracks in the emerging conceptual structure for the proposal.

Expectations:

1. Willingness to make a weekly contribution of effort during the proposal development phase (Jan – Aug 2022) a minimum of 4 hours per week.
2. Willingness to agree to the principles and protocols in the Track-1 Collaboration Plan.
3. Willingness to consider being Co-I for the proposal submission and a member of the funded project team.

Support:

1. 1-month summer salary support.
2. 100 hours paid research assistant (e.g., student or post-masters) for proposal planning and development purposes.
3. Logistical support from the Idaho EPSCoR Office.
4. Opportunity to be considered for the institutional Co-I role listed on the Track-1 proposal submission.

Core Proposal team members

Purpose:

1. Contribute actively to proposal planning, development, and writing team.

Requirements:

1. Assistant, Associate or Full professor.
2. Strong research track record (peer-reviewed publications and external competitive research awards, ideally an NSF or equivalent track record).
3. Disciplinary or interdisciplinary expertise relevant to the approved research topic.
4. Ability to contribute to one or more of the research/education areas or tracks in the emerging conceptual structure for the proposal.

Expectations:

1. Willingness to make a weekly contribution during the proposal development phase (Jan – Aug 2022) a minimum of 1-2 hours per week.
2. Willingness to agree to the principles and protocols in the Track-1 Collaboration Plan.
3. Willingness to consider being a component lead or component co-lead for the proposal submission and a member of the funded project team.

Support:

1. 2-4 weeks summer salary support.
2. Acknowledgement of effort and contribution (e.g., Letter from PD to department chairs/deans).

Contributing Proposal team members

Purpose:

1. Provide intellectual contributions and support in an area of expertise to the proposal planning, development, and writing team.

Requirements:

1. Assistant, Associate or Full professor.
2. Research track record (peer-reviewed publications and external competitive research awards, ideally an NSF or equivalent track record) *commensurate with* career stage.
3. Disciplinary or interdisciplinary expertise relevant to the approved research topic.

4. Ability to contribute to one or more of the research/education areas or tracks in the emerging conceptual structure for the proposal.

Expectations:

1. Willingness to make a monthly contribution during the proposal development phase (Jan – Aug 2022) approximately 5 hours per month.
2. Willingness to agree to the principles and protocols in the Track-1 Collaboration Plan.

Support:

1. Acknowledgement of effort and contribution (e.g., Letter from PD to department chairs/deans).

Leadership and Proposal Management:

Responsibility for proposal administration and management resides with the Idaho EPSCoR Project Director (PD/PI). The PD oversees the proposal development team comprised of an institutional lead from each university, core research and education team members from each university, and the Idaho EPSCoR Assistant Project Director. Programmatic decisions will be made via consensus from the institutional leads whenever possible. Final decision authority resides with the PD in liaison with the three VPRs and when necessary the Idaho EPSCoR Committee. Institutional leads provide institutional level coordination with core research and education team members. All project elements, including research areas (or tracks), will have a lead and co-lead (from different institutions) who are responsible for coordinating within their project element and communicating across all other project elements.

Adding new team members and expertise: During the course of the proposal development phase it will be necessary to expand the proposal development team and bring on additional expertise and faculty. Requests for additional faculty and/or expertise should be coordinated via the relevant research area or project element and discussed with the institutional leads. The institutional leads will make a recommendation to the PD and VPRs.

Communication and Coordination:

1. Communication within the team – meeting frequency and mode will be agreed on by the team and communicated in advance.
2. Work-flows, information sharing, and integration will be developed and shared collaboratively [additional details to come]
3. Meeting Conduct – All Idaho EPSCoR Track-1 meetings and workshops will adhere to the expectations and protocols set out above under Expectations for Professional Behavior,
4. All meetings will be conducted via Zoom and recorded. If in-person meetings become possible, meeting notes will be recorded and shared with all participants after the event.

Conflict Prevention and Management:

1. Should a conflict arise, proposal development team members agree to discuss concerns in a timely, professional and respectful manner. Conflict management will be provided by the VPRs, PD and Assistant PD, or their designees.
2. For team members who violate the above expectations, a warning will be provided by the VPRs and PD. A second violation will result in being asked to be dismissed from the team and project.
3. The PD and Assistant PD are available to assist and mediate conflict resolution and encourage open and civil dialog in all areas related to team interactions. For issues related to team member interactions that occur within a single institution's proposal team, the institutional lead for that institution is available to assist.

Addressing unprofessional behavior:

1. **All participants are empowered to help in identifying, preventing, and reminding participants of inappropriate behaviors**, and are encouraged to raise concerns about unprofessional behavior to your VPR, the Idaho EPSCoR Project Director or Idaho EPSCoR Assistant Project Director.
2. If a participant observes inappropriate comments or actions and personal intervention seems appropriate and safe, they should be considerate of all parties before intervening. **A simple, friendly reminder of an issue/concern is often the best solution to encourage positive corrections to minor infractions.**
3. Anyone requested to stop unacceptable behavior is expected to comply immediately. After they comply, they may raise any questions or concerns to your VPR, the Idaho EPSCoR Project Director or Idaho EPSCoR Assistant Project Director.
4. Attendees who are notably or continually disrespectful or who act in an unprofessional manner toward other attendees or staff in violation of our behavior expectations should be reported to your VPR, the Idaho EPSCoR Project Director or Idaho EPSCoR Assistant Project Director.

Acknowledgement and Agreement

Adding your name below indicates you have read the Collaboration Plan and Protocols above and agree to their terms:

Full Name	Date
Andy Kliskey	2022-04-28
Tami Noble	2022-04-29
Rick Schumaker	2022-04-29
Alistair Smith	2022-04-29
Donna Lybecker	2022-04-29

Brian K. Johnson	2022-04-29
Jodi Mead	2022-05-01
Kathy Araujo	2022-05-02
Lan Li	2022-05-02
R. A. Borrelli	2022-05-02
Dan Cronan	2022-05-02
Nancy Johnston	2022-05-02
Karla Eitel	2022-05-03
Vince Bowen	2022-05-03
Morey Burnham	2022-05-04
Donna Llewellyn	2022-05-04
Katherine Himes	2022-05-04
Lucas Sheneman	2022-05-10
Keith Weber	2022-05-10
Matt Williamson	2022-05-10
Brian Wampler	2022-05-10
Leslie Kerby	2022-05-10
Erick Robinson	2022-05-10
Sonia Martinez	2022-05-11
Terence Soule	2022-05-11
Stephanie Sevigny	2022-05-12
Timothy E. Link	2022-05-13
Kitty Griswold	2022-05-19
Laura Laumatia	2022-05-20
Ben Crosby	2022-05-20
Lil Alessa	2022-05-20

Keegan Schmidt	2022-05-27
Sammy Matsaw	2022-05-28
Bruce Savage	2022-06-01
Roger Lew	2022-08-02
Erin Brooks	2022-08-08
Mojtaba Sadegh	2022-08-15
Brittany Brand-Cabrera	2022-08-15
Hangtian Lei	2022-08-16