

NSF/UVM Community Cosmogenic Facility
Memorandum of Understanding for Collaboration

In order ensure that our interactions as collaborators are as straightforward, efficient, safe, and productive as possible, we require all users of the Community Cosmogenic Facility (CCF) to read and sign this Memorandum of Understanding.

For both the Primary Investigator AND the in-person visitor: please read each item below and initial, then sign at the end of the document. Return a PDF version to Facility Manager Dr. Lee Corbett at Ashley.Corbett@uvm.edu.

Section 1: Philosophy, Collaboration, and Planning

1A. Because the CCF is a facility focused on training and on generating the best data and interpretations possible, CCF staff work collaboratively with visitors throughout the project, including during grant writing, strategizing about sample collection, sample preparation, data reduction, interpretation, presentation, and publication. *I understand that CCF staff expect to work with me as active collaborators, with a focus on ensuring data quality, throughout the project. I will include Dr. Bierman and/or Dr. Corbett as authors on abstracts and papers and will send drafts well in advance of submission.*

Project PI Initials: _____ Visitor Initials (if different from PI): _____

1B. Because the CCF is not a “fee for service” laboratory, visitors will process only their own samples and only those samples that are related to the project described and agreed upon with CCF staff. *I agree to process only samples for the project(s) previously agreed upon.*

Project PI Initials: _____ Visitor Initials (if different from PI): _____

1C. Because the CCF needs to know about the proposed project and samples in order to most effectively help collaborators, several items will be required prior to arrival at the lab including a Powerpoint slide describing the project and a detailed sample inventory. *I agree to return all required paperwork promptly. I understand that work on my project cannot begin until all required paperwork is completed and sent to Dr. Corbett.*

Project PI Initials: _____ Visitor Initials (if different from PI): _____

1D. For visitors preparing quartz at their home institutions: In order to ensure sufficient time for ICP-OES testing of quartz, additional etching as necessary, and sample digestion, all prepared quartz must be at the laboratory no less than six weeks in advance of the planned start date in the extraction laboratory. *I understand that if this deadline is not met, my visit schedule may be delayed and that I may need to alter my travel plans.*

Project PI Initials: _____ Visitor Initials (if different from PI): _____
(only if you are preparing your own quartz prior to arrival at the CCF)

1E. Communication is a critical component of safe laboratory practices and visitor training. *I understand that, for safety reasons, all visitors must have a high level of proficiency in English, including listening, speaking, and reading. Visitors agree to receive constructive feedback enthusiastically and make adjustments to their work as needed.*

Project PI Initials: _____ Visitor Initials (if different from PI): _____

1F. All visitors are in charge of making their own travel and housing arrangements and for covering all associated costs. *I agree to be responsible for all of my travel needs and costs, including any that arise from altered schedules that may result from items described in this document*

Collaboration Details and Agreement

Name of the person who should receive the bill:

Affiliation:

Billing address:

Phone number:

Email address:

By signing below, I/we understand the agreement with the NSF/UVM Community Cosmogenic Facility and will work within the guidelines described above.

Project PI signature

Date

Visitor signature if different from PI

Date

Bill recipient signature if different from PI

Date