



**MEMORANDUM OF UNDERSTANDING**

between the Nano-engineered Systems Institute,  
the College of Engineering, the Department of \_\_\_\_\_,  
and PI \_\_\_\_\_

Date: \_\_\_\_\_  
To: PI: \_\_\_\_\_ Chair: \_\_\_\_\_ Dean: Mike Bragg  
Cc: NanoES Director: Karl F. Böhringer  
Re: Space assignment in the NanoES Institute for PI \_\_\_\_\_

**OVERVIEW**

This document summarizes and governs research space assignments in the Nano-engineered Systems (NanoES) Institute. Decisions related to space assignment and management in the NanoES Institute are made by the NanoES Director under advisement of the NanoES Scientific Advisory Committee (SAC), the NanoES Administrative Committee (AC), and the College of Engineering (CoE) Dean or appropriate designate, and in accordance with NanoES Space Guidelines & Policies. The terms of this agreement are common and applied equally to all faculty members and departments assigned space in the NanoES Institute.

**CURRENT ASSIGNMENTS**

The following spaces have been assigned to PI \_\_\_\_\_ for an initial five-year period (\_\_\_\_\_ 2018 – \_\_\_\_\_ 2023). Please see attached for relevant floor plans.

**Individual office**

Room	% of Room	Room Type	Space (sq ft)	Desks (#)	Bench (lin ft)	Hood (#)	BSC (#)	LFC (#)

**Laboratory**

Room	% of Room	Room Type	Space (sq ft)	Stations (#)	Bench (lin ft)	Hood (#)	BSC (#)	LFC (#)

## Allocation of desks

Room	% of Room	Room Type	Space (sq ft)	Desks (#)	Bench (lin ft)	Hood (#)	BSC (#)	LFC (#)

## Other NanoES spaces available for use

Support rooms \_\_\_\_\_

The above footprint is subject to change based on usage. Decisions to reallocate space will be made by the Director, in consultation with the Scientific Advisory Committee (SAC) and the Administrative Committee (AC), the Dean or appropriate delegate.

To facilitate the dynamic and collaborative research activities in the NanoES Institute, this allocation will be reviewed annually and may be adjusted to meet overall research needs of the Institute. Decisions to reallocate workstations will be made by the Director, in consultation with the Scientific Advisory Committee.

## TERMS OF AGREEMENT

Accepting the assignment of this space, the PI and the Chair of \_\_\_\_\_ agree to the following terms:

### General terms

- Initial assignment is for a five-year term, with the option to extend for additional five-year periods thereafter.
- Faculty members assigned space in the NanoES Institute are responsible for:
  - Adhering to and holding research group members responsible for meeting all expectations within the NanoES Space Guidelines & Policy; this includes establishing a Health and Safety Plan and maintaining compliance with EH&S guidelines and the highest standards for safety (see <http://www.ehs.washington.edu/psogeninfo/regspol.shtml>).
  - Confirming that adequate and appropriate facilities are available to perform work *before* accepting research funds. The appropriate time for a faculty member to request new or modified space is *before* submission of a grant proposal that would require the new space.
  - Working with their department chairs to coordinate requests for additional space or renovations in the NanoES Institute before contacting the Director.
  - Maintaining a high level of research activity and collaborations that fit NanoES programmatic themes. Institute staff is available to help identify funding, develop project plans, and write proposal content. It is expected that NanoES faculty will take advantage of this resource, as well as funding opportunities and industry connections developed by the Institute to facilitate translational research.

- Acknowledging the NanoES Institute on publications and providing annual reports of research activity to the NanoES Institute.
- Regular and active participation in NanoES initiatives and activities (including, e.g., attending NanoES-organized seminars, industry events and quarterly research meetings, requesting NSF REU supplements, mentoring REU and Direct-to-College undergraduate students, and participating in outreach).
- Any change to assignable spaces, other than minor adjustments, must be approved by the Director. Renovations should not be initiated without prior approval of the Director. Requests for renovations in the NanoES Institute must identify funding sources for all changes. Faculty members and chairs are welcome to request renovation funds from their college and/or the Director, provided that proposed changes support collaborative activity.
- The NanoES Institute is not responsible for the cost of moving groups in or out of the building.
- Reviews of space utilization and faculty activity will take place annually at the end of each fiscal year. An expanded formal review will take place at the end of each assignment period.
- Long-term declines in extramural research activities aligned with NanoES thematic areas will be considered as the primary reason to justify a reduction in space assigned to a faculty member.
- Any NanoES Institute space that becomes available due to reduction in space assignment or faculty member phase-out will revert to the Director.
- Requests for new space in the NanoES Institute must be addressed to the Director and supported with evidence of increased research activity, group size, and/or collaborations with Institute members.

### **Annual review**

- Space utilization reviews will be conducted annually to review space assignments and usage to ensure that faculty members:
  - Have research that fits the major programmatic themes of the NanoES Institute.
  - Continue to collaborate with NanoES Institute occupants and Institute members.
  - Have adequate research and grant activity, as measured by funding levels and number of grants, group members, instrumentation/facility users, usage of instrumentation or space.
- As part of the annual review faculty members must provide a report that includes specific metrics for research activity defined by the Director. Such metrics will include students and postdocs supervised, theses completed, peer-reviewed papers published, patents, and research expenditures generated.
- If the annual review indicates that activity does not meet the expectations of the Director, the Dean or appropriate delegate, a meeting between the NanoES Director, the Department Chair, and the faculty member will be convened to establish a corrective action plan.

**Term review**

- A formal review will be conducted at the end of each assignment period.
- Taking into account information from annual space utilization reviews and faculty activity reports, current space requests, research needs presented by the faculty member, and relevant Institute opportunities the Director, in consultation with the Scientific Advisory Committee, and the Dean or appropriate delegate, will decide whether the general space assignment for each PI should be kept the same, reduced, or enhanced over the subsequent five-year period. When appropriate, the Director will work with the Chair to identify a timetable for phase-out. Faculty members will be given a minimum 2-year notice before move-out.
- Faculty members who wish to appeal this decision may, together with their Department Chair, prepare a written request for review and final decision by the NanoES Administrative Committee and the Dean.

Please indicate your acceptance of this agreement and its terms by signing below and returning an original signed copy to my office.

Sincerely,

Karl F. Böhringer  
Director, Nano-engineered Systems Institute

Accepted and agreed:

\_\_\_\_\_  
[PI]  
[Department of \_\_\_\_\_]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[Chair]  
[Department of \_\_\_\_\_]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[Dean]  
[College of Engineering]

\_\_\_\_\_  
Date