

FDP Phase VI Operating Guidelines

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Overview

The Federal Demonstration Partnership (FDP) is a cooperative initiative among federal agencies and institutional recipients of federal funds. The FDP's purpose is to promote increased research productivity in the conduct of federally supported research and education, provide for enhanced stewardship under federally supported programs and achieve reductions in administrative burden and costs associated with sponsored research and education. The FDP is the continuation of extensive partnership efforts that began with the Florida Demonstration Project. Phase VI of the Federal Demonstration Partnership began on October 1, 2014 and will end on September 30, 2020. Since its inception, in 1986, the Government-University-Industry Research Roundtable of the National Academies has acted as FDP's neutral convener. Given its diverse membership, FDP is uniquely qualified to act as a forum for addressing issues of mutual interest and concern to the partners, and for testing innovative approaches and streamlining processes and systems for federally supported research and education.

About This Document

This document is maintained by the Executive Committee of the FDP and is considered a "living" document that is updated as needed. The Executive Committee is responsible for approving any updates to this document, however, any fundamental changes to the structure, operations and oversight of the FDP must be approved by the Voting Membership (defined later in this document).

Membership

Membership of the FDP, once granted, is for the entire length of each FDP Phase. The FDP reserves the right to open membership to new members at any time. In such cases a new solicitation for potential new members will be published. Members of the FDP include institutions and non-profit organizations that undertake research or educational activities supported with federal funds, and grant-making federal agencies as described below.

To maximize the relevance and benefits of FDP efforts, all Members are encouraged to update their representatives on the needs, priorities, and solutions of the Member that may be shared with the FDP community. Members should carefully select and guide their representatives and expect them to regularly and systematically share the information from FDP meetings with relevant officials on their campuses.

General Membership

1. Description

- Institutions and non-profit organizations that undertake research or educational activities supported with federal funds, typically provided by federal agency members of the FDP through an assistance [i.e. grant or cooperative agreement] mechanism, are eligible to become General Members of FDP. "Institutions" include large and small public and private colleges and universities (including predominantly undergraduate institutions and minority serving institutions), non-profit research and education organizations (e.g. science museums and research institutes), and hospitals. Except for central system offices of statewide university systems and research foundations serving such systems, membership is on the basis of individual institutions.

2. Conditions of General Membership

- Establish and maintain management and administrative procedures and systems that comply with the standards and requirements of the federal government for administering

federal awards for research. Members must not be debarred from doing business with the federal government.

- Appoint a Faculty representative, a representative from their research administration, and an information technology representative (optional) familiar with the systems that support research administration activities. Participation by individuals who specialize in compliance, accounting and other research administration disciplines is also encouraged. Institutions may appoint an alternate Faculty representative to participate in FDP activities in the absence of the primary Faculty representative.
- Participate actively, at their institutional expense, in FDP activities.
- At least one representative of each General Member must attend two regularly scheduled FDP meetings within each calendar year and participate in FDP activities.
- Pay the annual membership fee as established by the Executive Committee
- Pay FDP meeting registration fees for its representatives participating at each meeting.
- Complete an annual report when requested to do so by the Executive Committee.
- Execute a Memorandum of Agreement confirming the conditions of membership.
- Noncompliance with any of the above conditions may be grounds for membership termination.

Emerging Research Institution (ERI) Membership

1. Description

- At the beginning of each Phase, ERI Membership is available to institutions and non-profit organizations with annual research and development expenditures less than \$50 million as shown at the time of application in the "Total R&D expenditures" table of the Academic Institution Profiles (<http://webcaspar.nsf.gov/profiles/site>) published by the National Center for Science and Engineering Statistics (NCSES). To qualify for ERI Membership institutions and non-profit organizations must also have federal funding from at least two Federal Agency Members of the FDP.

2. Conditions of Membership

- Appoint a representative from their research administration to serve as the point of contact for FDP activities.
- Appoint a Faculty representative
- Participate actively, at their institutional expense, in FDP activities.
- At least one representative of each ERI Member must attend two regularly scheduled FDP meetings within each calendar year and participate in FDP activities.
- The annual membership fee is waived for ERI Members.
- Pay FDP meeting registration fees for its representatives participating at each meeting.
- Complete an annual report when requested to do so by the Executive Committee.
- Execute a Memorandum of Agreement confirming the conditions of membership.
- Noncompliance with any of the above conditions may be grounds for termination

Federal Agency Membership

1. Description

- Any grant-making federal agency is eligible for membership in the FDP. Federal Agencies can apply for membership in the FDP at any time.

2. Conditions of Membership

- Designate an administrative and program representative to the FDP and, where appropriate, an information technology representative familiar with the systems that support research administration. Representation in related areas, such as financial management, audit resolution and compliance related issues, is also encouraged.
- Use the FDP as the primary stakeholder group for tests and demonstrations of reengineered processes and systems for the support of research.
- Participate actively in FDP activities.
- Provide reports to the FDP membership on an ongoing basis describing their efforts to reengineer and streamline processes that affect the grantee community.
- Provide funding for the operating costs of FDP through GUIRR and/or through other appropriate funding mechanisms.
- Pay FDP meeting registration fees, as determined by the Executive Committee, for its representatives participating at each meeting.

Federal agencies that have not chosen to join FDP are considered non-members.

Affiliate Membership

1. Description

- Associations of researchers, research administrators, and state and/or local governments, scientific societies, and other groups are eligible to become Affiliate Members at any time.

2. How to Apply

- To apply to become Affiliate Members, entities should write a letter to the Chair of the FDP describing who they are and explaining the reasons for their interest. The letter will be reviewed by the Executive Committee who will vote on granting the requesting entity Affiliate Member status.

3. Conditions of Membership

- Exchange information with FDP about developments that they are positioned to understand in depth.
- Work in concert with FDP to achieve common objectives.
- Be represented at FDP meetings.
- Pay registration fees for meetings as required.

4. Reciprocal Arrangements

- Any Affiliate Member may enter into a reciprocal registration fee arrangement with the FDP, facilitating cooperation and information sharing. Such arrangement should be coordinated with the FDP Executive Director and should make available to each organization the opportunity to register a reasonable number of representatives at no cost.

Fee for General Membership

The annual fee for General Membership is determined by the Executive Committee and stated in the solicitation document for each Phase. General Members are responsible for the prompt payment of the annual fee. The Finance Committee is responsible for the collection of membership fees and for follow-up with Members that are delinquent in their fee payment. Should a Member be delinquent for a period of more than one year, its FDP membership will be

suspended and it will forfeit all FDP benefits and privileges. Membership status will become active and FDP benefits will be promptly restored once the payment of outstanding membership fees has been made.

Member Organizational Changes

When a current FDP Member undergoes organizational changes that “spin off” or divest an entity, such as a foundation or research institute that wishes to be identified separately, the new entity may, with the concurrence of its parent organization, become a General or ERI Member without being required to wait for a general solicitation for new members. A new Memorandum of Agreement will need to be executed confirming the conditions of the entity’s new membership role as defined above.

Non-Member Participation

Non-Profit Research Organizations

1. Although new member institutions will not be added after the start of a Phase, except under circumstances noted above, institutions and non-profit organizations that would otherwise be eligible to be General or ERI Members are welcome to attend meetings and can be added to the “Friends” (non-member) electronic mailing list (listserv). However, their eligibility to participate in formal FDP activities will be determined by the Executive Committee on a case by case basis. Non-Profit Research Organizations will be charged Non-Member meeting registration fees.

For-Profit Research Organizations or Vendors

1. Vendors and other for-profit organizations may not become General, ERI, or Affiliate Members of the FDP. In addition, for-profit organizations may not have access to any listserv maintained by the FDP. They may be included on the “Friends” listserv for meeting notifications.
2. On occasion, for-profit organizations may participate in specific FDP activities with the approval of the Executive Committee. This may be done at the request of the FDP member with primary responsibility for a specific activity. Such a request must justify how the particular vendor or for-profit organization was selected to participate in the activity and should be sufficiently in advance that any concerns raised by the Executive Committee can be addressed prior to its participation. As part of the justification, any potential conflicts of interest of the for-profit organization must be fully disclosed. If conflicts of interest exist, the justification should include the procedures to be followed to prevent any undue influence on the conduct or outcome of the FDP activity. The FDP member with primary responsibility for a specific activity is responsible for assuring that any results will not be biased towards the interests of the particular vendor or for-profit organization. The Executive Committee may recommend additional or alternative procedures, or disapprove participation by the for-profit organization. Where participation is approved, this will be announced on the FDP Website so that the full FDP membership and other interested organizations have notice.
3. Participation by for-profit organizations in FDP activities is conditioned on the expectation they will derive no direct commercial benefit from their participation. Any resulting outcomes or products will be made available on an open access basis to all FDP members and the larger research and education community. No proprietary rights or interests will be allowed on products or outcomes of activities conducted under FDP auspices. Any exceptions require the express written consent of the Executive Committee.
4. For-Profit Organizations must pay meeting registration fees as determined by the Executive Committee.

Meetings

Frequency

The FDP endeavors to meet as a whole three times per year. These meetings usually occur in Washington DC, but the Executive Committee has the authority to change the location should the need arise.

Registration Fees

Meeting registration fees must be paid by all attendees regardless of their membership unless a prior exception has been granted by the Executive Committee. The registration fee for each meeting will be determined by the Executive Committee.

A portion of the registration fee may be refunded if a registrant is unable to attend the meeting due to ill-health or travel disruptions out of the control of the registrant (e.g. inclement weather, cancellation, etc.). Requests for registration fee refunds must be made in writing to the Finance Committee who will review the request and make a recommendation to the Executive Committee. In the unlikely event that a meeting is cancelled by the Executive Committee, all registrants will be refunded the entirety of their fee.

Lodging and Transportation

Lodging and transportation are not included in the meeting registration fee. All participants are responsible for making their own hotel and travel accommodations. The FDP will be responsible for securing an adequate number of hotel rooms through the preferred hotels of the National Academies.

Agendas, Presentations and Meeting Summaries

Prior to each meeting the Executive Committee will post the Meeting Agenda on the FDP website. Following each meeting, a summary of the meeting will be made publicly available on the FDP website. Upon accepting an invitation to participate in a meeting presentation, all FDP members and guests will be encouraged to grant permission for any materials presented (e.g. PowerPoint) to be posted on the FDP website following the meeting.

From time to time, the Executive Committee may decide to record a particular presentation. In such cases, permission will be sought from those involved at the time an invitation is made.

Governance

Voting Membership

1. Each General, ERI, and Federal Agency Member¹ has one vote in decisions made by the FDP as a whole. This vote is typically cast by the administrative representative identified by each Member.
2. During the election of the FDP Chair, the administrative representative identified by each General and ERI Member will be asked to cast the vote on behalf of the organization.
3. During the election of the FDP Vice-Chair, the primary Faculty representative identified by each General and ERI Member will be asked to cast the vote on behalf of the organization.

¹ Federal Agency Members abstain from all decisions that have direct financial impacts on the FDP

Executive Committee²

The Executive Committee is responsible for providing administrative and fiscal oversight of the FDP.

1. Membership consists of the elected FDP Chair, the elected FDP Vice-Chair, a senior federal official identified by the Federal Agency Members, a representative from the National Academies Government-University-Industry Research Roundtable (non-voting), a senior federal science official (appointed by the Office of Science and Technology Policy), the FDP Executive Director (non-voting), and the Chairs and Co-Chairs of each of the Operational and Programmatic Committees. The OSTP appointed senior federal official serves to provide a strong link to the National Science and Technology Council, Committee on Science and other relevant federal research entities with the FDP. Additional members can be appointed by the Chair with approval of the Executive Committee.
2. The elected FDP Chair serves as the Chair of the Executive Committee and the elected FDP Vice-Chair serves as the Vice-Chair of the Executive Committee.
3. The Executive Committee meets on an as-needed basis and is empowered to take necessary actions on behalf of the Voting Membership. It also provides oversight and guidance in developing meeting agendas, identifying and monitoring formal activities of the FDP, and serving as liaison for the FDP with other groups and individuals.

Position Responsibilities

Chair

- Serves as the Chair of the Executive Committee-
- Works closely with FDP membership, FDP Executive Committee members, the GUIRR representative and GUIRR staff to further FDP goals.
- Chairs and attends all FDP meetings.
- Works with FDP Executive Director and Executive Committee members on the development of meeting agendas.
- Participates in Executive Committee conference calls and *ad hoc* conference calls with various FDP committees.
- Provides guidance and oversight to FDP Executive Director.
- Serves as an *ex officio* member of all FDP Committees and Working Groups.
- Provides guidance and oversight to the FDP committees and Working Groups.
- On behalf of the FDP oversees and endorses, upon approval by the Executive Committee, all formal communications and publications of the FDP.
- Represents the FDP at professional, university and federal agency meetings.
- Interacts on behalf of the FDP with external groups: OSTP, OMB, NCURA, SRA, COGR, etc.
- Represents the FDP as GUIRR Council Associate, attends GUIRR Council meetings and reports on the status of FDP activities.
- Serves as President of the FDP Foundation

² Federal Agency Members of the Executive Committee abstain from all decisions related to the fiscal management and oversight of the FDP

Vice-Chair

- Serves as Vice Chair of the Executive Committee, representing the FDP in the absence of the Chair.
- Serves as the primary point of contact/advocate for encouraging/fostering participation of FDP Faculty members.
- Chairs the Faculty Committee and attend all FDP meetings.
- Serves on the Executive Committee.
- Works with Chair, FDP Executive Director, and Executive Committee members on the development of meeting agendas.
- Participates in Executive Committee conference calls and *ad hoc* conference calls with various FDP Committees.
- Participates in the preparation and facilitation of all formal communications and publications of the FDP.
- Provides guidance and oversight to the FDP Committees and Working Groups.
- Organizes and participates in all Faculty Steering Committee conference calls
- Organizes Faculty lunch discussions at FDP meetings, organizes Faculty panels as appropriate.
- Serves as Vice-President of the FDP Foundation

Executive Director

- Serves as the full-time senior administrator for the FDP
- Works closely with the Executive Committee, the Government-University-Industry Research Roundtable, and the membership of the FDP
- Monitors the developments in federal research administration issues and keeps the FDP informed
- Works with FDP member federal agencies to enhance participation in FDP activities
- Coordinates the activities of GUIRR staff to provide administrative support to the FDP.
- Serves as liaison between the Executive Committee and the FDP's Operational and Programmatic Committees and Working Groups.
- Provides guidance to FDP Committees and Working Groups in the design and conduct of demonstrations.
- Serves as Executive Director of the FDP Foundation

Terms of Office

The Chair and Vice-Chair of the FDP are elected for three- year terms. Individuals can serve in these positions for two consecutive terms (up to 6 years). If a vacancy occurs for either the Chair or Vice-Chair position during the three-year term, the Executive Committee will appoint a replacement to complete the duration of the term.

Nomination Procedures

- The FDP Membership Committee will serve as the nominating committee.

- Any General or ERI Member may submit a nomination for Chair and/or Vice Chair. The Chair nominee must be the currently designated administrative representative from an FDP Member. The Co-Chair nominee must be the currently designated Faculty representative from an FDP Member.
- A call for nominations will be announced at the spring FDP meeting prior to the election. A formal call for nominations will also be sent to the FDP listserv. Persons can be nominated without their knowledge. Self-nominations are acceptable. All nominations must be received by the deadline established by the Membership Committee.
- Each nominee will be contacted by the Membership Committee and his/her willingness to serve ascertained. If willing to run, the nominee will be asked to submit a statement of qualifications and a vision statement.

Election Procedures

- The Executive Director in coordination with the Membership Committee will prepare an electronic ballot containing the candidates for both the Chair and Vice-Chair.
- Prior to voting, FDP Members should caucus and arrive at a consensus for the votes of their organization.
- The Membership Committee will determine the duration for voting.
- There may only be one vote per Member for the Chair, typically cast by its currently designated administrative representative. There may only be one vote per Member for the Vice-Chair, which will be cast by its currently designated Faculty representative.
- The Executive Director in coordination with the Membership Committee will receive, tabulate and validate the ballots and announce the results. If there is no majority, the Membership Committee will conduct a runoff election for the top two candidates.

Government-University-Industry Research Roundtable (GUIRR)

GUIRR, an organization of the National Academies, is the neutral convener of the FDP providing all permanent staff support for FDP activities and committees, as well as logistical support for FDP's 3 annual meetings.

FDP Foundation

The FDP Foundation was created to support the activities of the FDP and to be the custodian of the non-federal funds received by the FDP. The Foundation Officers are all ex officio based on roles in the FDP.

- FDP Chair is the President
- FDP Vice-Chair is the Vice-President
- FDP Executive Director is the Executive Director (non-voting)
- The non-Federal Co-Chair of the Finance Committee is the Secretary/Treasurer
- Two members at large are appointed to the foundation Board of Directors by the Executive Committee of the FDP (2-year terms)

Committees

The FDP operates through Operational and Programmatic Committees led by co-chairs. Each Co-Chair is named by the Executive Committee, one from a General or ERI Member and one from a Federal Agency Member. The exception is the Faculty Committee which is co-chaired by

the FDP Vice-Chair and a member elected by the Faculty representatives of the General and ERI Members. The Co-Chairs convene their committees to provide direction and oversight for the activities taking place within the focus of their specific committee. Each Committee will have a Faculty Liaison, appointed by the FDP Vice-Chair, to help ensure Faculty are kept apprised of committee activities and where appropriate to provide Faculty-oriented feedback on those activities.

Appointments to Committees

The composition of each Committee is determined by the Co-Chairs appointed by the Executive Committee. Appointments to FDP Operational and Programmatic Committees will be for three years and can be renewed. In the event of departure from the FDP, or inactivity, appointments may be terminated prior to the end of the appointment term by the Co-Chairs.

Operational Committees

Finance Committee

Provides oversight of the FDP finances as follows:

- Reviews annual budgets and reports to the Executive Committee on the status of funding
- Recommends the member institution dues amount on an annual basis
- Sets financial related policies and procedures
- Monitors the payment of member institution dues
- Monitors the investment policies and practices for funds invested through the FDP Foundation
- Reviews annually the performance of the Executive Director, provides feedback on performance to the Executive Committee and Executive Director, and makes financial recommendations relative to the contract with the Executive Director.

Membership Committee

- Responsible for membership issues
- Monitoring attendance and participation
- Assuring vendor participation complies with FDP policy
- Receiving, evaluating and recommending requests for additional affiliate membership
- Encouraging increased federal participation and membership
- Facilitating the transition process for new FDP phases
- Updating and overseeing Executive Committee nomination/election procedures

Communications Committee

- Approves all FDP publications in either print form or electronic
- Provides oversight and direction for the FDP web site
- Responsible for oversight of required FDP Member reports
- Compiles and disseminates meeting summaries
- Develops outreach materials
- Develops required reports for the FDP

Programmatic Committees

Faculty Committee

Serves as the forum for Faculty representatives to discuss and develop Faculty input on all FDP activities and FDP administration. The meetings are used to disseminate information from other FDP committees to Faculty representatives, and for Faculty to incubate and develop new activity proposals. As needed, the Faculty Committee develops surveys of Faculty at member institutions to garner necessary information to direct proposed activities.

Emerging Research Institution Committee

Serves as the forum for Emerging Research Institution representatives to discuss and develop ERI involvement in all FDP activities and FDP administration. The meetings are used to disseminate information from other FDP committees and federal partners with ERI representatives, and for ERI representatives to consider and develop new activity proposals. As needed, the ERI Committee develops surveys of ERI member institutions to garner necessary information to direct proposed activities.

Electronic Research Administration Committee

Identifies opportunities to reduce Faculty and administrator burden in areas of electronic processes and communications with federal Agencies. Informs the federal e-grants activities by providing institutional input and support to the development of improved electronic interfaces between the government and the research community. Provides IT consultation for demonstrations, pilots and committees as requested.

Research Administration Committee

Identifies opportunities to make the administrative requirements imposed by federal sponsors simpler and less costly without compromising accountability. This includes contracting, proposal, award, and sub-award requirements and processes and general research administration areas not targeted for coverage by other committees.

Financial/Audit/Costing Policy Committee

Focuses on initiatives to reduce administrative burden in the areas of financial, audit, and costing policies. This subcommittee explores opportunities to simplify financial, audit, or cost policies without compromising accountability.

Research Compliance Committee

Reviews existing and new requirements imposed by federal regulations related to, but not limited to, human research participant protections, animal use and care, conflicts of interest (individual and institutional), objectivity in research, and export controls. The emphasis is focused on identification and harmonization of requirements across federal agencies, reduction of redundancies and unnecessary burdens and identification of good practices for implementing the requirements.

Subcommittees

A Subcommittees may be formed under an Operational or Programmatic Committee to oversee an ongoing specific function of that committee. Subcommittees are permanent groups within a Committee that are dedicated to a specific topic area. The formation and dissolution of a Subcommittee needs the approval of the Executive Committee and should include well-defined goals and purpose.

Activities

Working Groups

Working Groups may be formed by Operational and Programmatic Committees, without additional approval, to work on tasks within the scope of their own committee. The Committee Co-Chairs must inform the Executive Committee of the charge and membership of such groups. A Working Group is generally formed to address a specific topic and has a well-defined goal and timeline (generally a limited time duration). Working Groups may evolve into Subcommittees of Operational or Programmatic Committees should their activities become an ongoing function of the FDP.

Study

A **Study** is an activity that is initiated to provide specific information for the FDP to either meet its needs for planning or to provide information in response to questions addressed to the FDP. Any Study being conducted beyond a Working Group, Operational or Programmatic Committee must be approved by the Executive Committee.

Initiative

An **Initiative** is an exploratory activity that furthers the FDP's mission to streamline the administration of federally sponsored research. Initiatives must be approved by the Executive Committee.

Pilot Project

A **Pilot Project** is a formal activity of the FDP designed to explore the feasibility of a Demonstration Project. Pilot Projects may need written commitments from specific federal agencies and FDP member organizations confirming their intention to perform the pilot project and evaluate it at appropriate points in its development and implementation. Pilot Projects must be approved by the Executive Committee

Demonstration Project

A **Demonstration Project** may be an extension of a Pilot Project or it may be a new initiative. It would normally involve more than one institution and more than one federal agency. It has specific objectives and requires a specified assessment of outcomes in order to determine its suitability for the whole FDP. The written commitments for participation in a Demonstration Project would involve a formalized memorandum of understanding that would spell out roles of each of the participants along with the responsibility for the evaluation of the effectiveness of the effort. Demonstration Projects must be approved by the Executive Committee.

Electronic Communications

FDP Homepage

The FDP provides communications to its members and the general public by maintaining a homepage at www.thefdp.org.

FDP Member Directory

The FDP maintains an online participant directory, which allows individuals to maintain contact information. Individual members are responsible for the accuracy of their information.

FDP Mailing Lists

In addition to the homepage, the FDP maintains a number of electronic mailing lists (listservs) for the FDP membership and committees and task forces. The mailing lists are open to any FDP member representative. The mailing lists may be used only for official FDP business. A separate mailing list for non-members is also available as the FDP Friends list. Requests to join mailing lists can be made electronically at http://www.thefdp.org/FDP_Listservs.html.