

**Memorandum of Understanding
Between
University of Rhode Island Coastal Institute and
The Rhode Island Department of Environmental Management**

Purpose:

This memorandum of understanding is intended to increase the ability of state agencies to deploy university resources in response to incidents that threaten public health and safety and the environment of Rhode Island. Academic staff and facilities have the capacity to provide valuable support for the state's emergency response. This memorandum establishes an administrative process for the state to secure rapid, incident-specific support from university staff and facilities. Implementation of this agreement will improve emergency preparedness in Rhode Island.

Background:

URI has long supported the environmental management capabilities of the state. This support has come by way of training and credentialing state employees, sponsoring cooperative research ventures and conferences, maintaining shared equipment and facilities, providing contract consultants, and fostering relevant research. In so doing, URI has enhanced the state's long term emergency preparedness for broad classes of environmental incidents. These efforts, however, normally require several months to establish academic goals, vet proposals, and secure funding. They provide limited utility for rapid response to specific events.

In prior incidents (e.g., in major oil spills) URI has provided staff and equipment resources that helped the state protect its public and natural resources. Since the Summer of 2000, in partnership with DEM, URI's Coastal Institute (CI) has enhanced those efforts, aiming to shorten the academic response time and assure its relevance to future spills. For example, working together through MOUs for the past two years, CI and DEM established a Rhode Island Oil-spill Science Team (RIOST), a group of experts ready to support state response to a major spill. RIOST has proven the ability of CI and DEM to identify diverse scientific resources and to organize them into a ready resource.

This memorandum is designed to streamline the process of identifying, funding, and deploying academic resources. These resources include faculty, students, and staff to provide professional expertise to DEM.

Responsibilities of RI DEM:

Provide oversight, direction, review, and approval of the implementation of this agreement.

Help identify university resources (support scientists and facilities) that could assist DEM in responding to an environmental emergency.

Approve projects and secure funding for URI activities in support of environmental response actions.

Responsibilities of URI Coastal Institute:

Provide oversight, direction, review, and implementation of this agreement.

Establish and maintain a roster of university resources (support scientists and facilities) that could assist DEM in responding to an environmental emergency.

Serve as point of contact between URI and DEM during emergency events.

Provide various scientific, research, and management services and related facilities as may be requested by DEM and mutually agreed to by URI.

Points of Contact:

The Director of the URI Coastal Institute will serve as the programmatic point of contact at URI for this Agreement.

The Business Manager of the URI College of the Environment and Life Sciences will serve as the administrative contact at URI for this agreement.

The DEM Emergency Response Coordinator will serve as the point of contact for the Department of Environmental Management.

Activation Procedures, Services Rendered, and Costs Reimbursed:

Rates of compensation and activation procedures will be reviewed by URI and DEM on an annual basis. With the consent of URI and DEM, modifications to the procedures described here will be amended to this MOU.

In an appropriate environmental incident, the DEM Emergency Response Coordinator, or designee, shall submit a request of services to the URI Coastal Institute. In consultation with the DEM Emergency Response Coordinator, the Coastal Institute will contact an appropriate support scientist to serve as a principal investigator. The principal investigator will submit a Work Order and budget to the DEM Emergency Response coordinator. The budget will include time, equipment, and materials necessary for the requested service. (A template for the Work Order request is provided in Attachment 1.) The DEM Emergency Response Coordinator will determine if the Work Order and budget are acceptable and, if so, provide the URI Coastal Institute written notification of acceptance of the Work Order. This notification of acceptance will serve as authorization for the principal investigator and Coastal Institute to proceed. The Coastal Institute will file a copy of the approved Work Order with the College of the Environment and Life Sciences Business Office. Any adjustments to the budget (e.g., to cover unanticipated expenses) must be approved by the DEM Emergency Response Coordinator before the funds are encumbered.

Personnel costs will be computed according to the following rate schedule which will be reviewed annually in the month of January and adjusted as required. Hourly rates include salary, benefits, and indirect costs. All expenses in this MOA shall include the standard 25% modified indirect cost rate applied in DEM and URI grants and contracts. Equipment expenses do not incur overhead charges.

Rank/Position	Hourly Cost
Full Professor	\$120
Associate Professor	\$85
Assistant Professor	\$75
Technician, Research Associate	\$60
Technician, Research Assistant	\$40
Graduate Student	\$22
Undergraduate Student	\$13

Approved equipment and expendable materials will be reimbursed at cost.

URI vessel rates include ship expenses, fuel, insurance, and captain's salary.

Vessel	Daily¹ Cost
R/V Captain Bert	\$650
R/V Hope Hudner	\$650

The University of Rhode Island (URI) agrees to submit monthly expense vouchers to DEM's Business Office. Expense vouchers shall be submitted within forty five (45) days of the end of the month within which the expenses occurred. The Department of Environmental Management (DEM) agrees to reimburse the University of Rhode Island (URI) in accordance with monthly expense vouchers submitted by URI to DEM Business Affairs.

Information collected by URI staff under this MOU will be the property of the RI DEM. Other uses of the information (e.g., for research, teaching, or publication by the scientist or URI) shall require written permission from the DEM Emergency Response Coordinator.

¹ Vessel expenses are based on a 7 hour work day. Longer work days would incur additional charges. Vessel costs shown here do not include URI indirect costs.

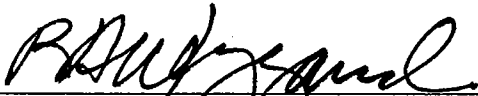
Term:

This Memorandum of Understanding is effective July 1, 2004 through June 30, 2009, and may be extended at the request of either party.

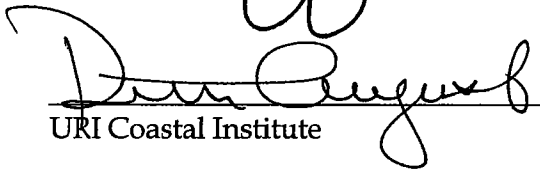
The parties will cause this Memorandum of Understanding to be executed by their duly authorized representatives in triplicate original on this 15 day of July 2004.


RI Department of Environmental Management

7/15/04
Date


University of Rhode Island

7-19-04
Date


URI Coastal Institute

7-21-04
Date

Attachment 1
Work Order Template
 (Reference: MPA # [derived from DEM/CI MOU from June 2004])

Scope of Work. Provide a brief statement of the work to be conducted.

Deliverable(s). Provide a clear statement of the data, information, maps, samples, services, etc. to be obtained and delivered to the DEM Emergency Response Coordinator.

Deliverable(s) and Due Date:

Principal Investigator (PI):

Name:
 Address:
 Contact phone and e-mail:
 Title:

Total Cost:

Personnel:

Name	Academic Rank and Rate ²	Total Hours	Cost
Total personnel cost:			

Transportation and Supplies:

	Description	Unit rate	Cost
Vessels ¹			
Travel ³			
Equipment			
Supplies			
Total Direct Costs			
Indirect Costs (25%) ⁴			
Total cost:			

² Use personnel and ship rates established in DEM/URI MOU for environmental incident response

³ Vehicle travel to be based on current state-approved mileage rate.

⁴ Do not include equipment costs when calculating overhead expenses

Approvals:

Principal Investigator

Date

RI DEM Emergency Response Coordinator

Date

URI Coastal Institute

Date