

MOU & MOA TRANSMITTAL FORM

MOU or MOA Name:	USFS PNW Research Station Letter of Intent		
Submitter* Name:	Allison Bidlack		
Dept & Position:	Director, Alaska Coastal Rainforest Center		
Date:	Sep 24, 2014		

Received
 Administrative Services
SEP 29 2014
 University of Alaska
 Southeast

**Purpose /
Background:**

The purpose of this LOI is to document the cooperation between the parties concerning the provision of certain mutually beneficial services to each other in relation to shared UAS and PNW facilities and internet.

Routing for Coordination, Review, Comment, Approval, Signature

To	Indicate Action Required <small>(eg, Review or Approve)</small>	Initial	Date
Vice Provost Research	Approval for moving forward with review	<i>[Signature]</i>	9/29/14
Budget	Review, adding any comments below	<i>[Signature]</i>	9/29/14
Information Technology	Review, adding any comments below	<i>[Signature]</i>	9/29/14
Provost	Academic approval of the agreement	<i>[Signature]</i>	10/1/14
Vice Chancellor, Admin	Administrative approval & signature on LOI	<i>[Signature]</i>	10/2/14

Comments:

IT: \$5,000.00 in funds will need to be identified in order to provide wireless coverage.

**Instructions for
execution:**

- Return to Submitter
 Other (please use space below to explain)

After internal approval and signature by all UAS parties, route document to USFS, then forward a copy of the fully executed agreement to Administrative Services along with this transmittal form.

***Submitter:** Accountable employee; responsible for questions, edits, information.

Patricia J Belec

From: Patricia J Belec
Sent: Thursday, October 02, 2014 2:53 PM
To: Karen R Schmitt; Margaret M Rea; Mark E Thompson; Rick Caulfield; Michael A Ciri
Cc: Allison L Bidlack
Subject: Additional Language added to LOI and MOU Transmittal Form
Attachments: MOU (UAS and USFS) signed transmittal form 10-2-14.pdf

Subsequent to acquiring some of the signatures on the MOU (UAS/ACRC and the USFS) Transmittal Form, clarifying language regarding the location of the wireless connectivity was added to the Letter of Intent as noted in red below.

III. UAS SHALL:

1. ...
2. Provide guest access to the UA network via wireless connectivity in the PNW conference room to facilitate collaborative meetings with participants at the PNW facility, ...

A comment from IT was also added to the MOU Transmittal Form: **\$5,000.00 in funds will need to be identified in order to provide wireless coverage.** This \$5,000 would cover an additional or upgraded switch to the existing UAS/ACRC eight-port switch in the PNW building. Five of the eight existing ports are being used. The wireless coverage in the PNW conference room will use one of the remaining three ~~switches,~~ ^{ports} leaving two ports available for future use.

IT's policy of examining capacity expansion when there are only a couple ports remaining will be included in any ACRC growth dialogue.

If you have any comments or questions, please let us know.

Regards,

Pat

Pat Belec
Administrative Assistant
Alaska Coastal Rainforest Center
907-796-6146

<http://acrc.alaska.edu>

LETTER OF INTENT
Between
UNIVERSITY OF ALASKA SOUTHEAST
And The
U.S. FOREST SERVICE
Pacific Northwest Research Station

This Letter of Intent (LOI) is made and entered into by and between the University of Alaska Southeast, hereinafter referred to as "UAS", and the USDA Forest Service Pacific Northwest Research Station, hereinafter referred to as "PNW."

I. BACKGROUND

The PNW Juneau Forestry Sciences Laboratory (JFSL) is adjacent to the UAS Juneau Campus, and will be the location for expanded coordination and cooperation between UAS and PNW regarding the Alaska Coastal Rainforest Center (ACRC), collaborative research, and student training. The physical proximity of UAS and PNW has created a unique opportunity for partnership, benefitting both parties in upholding their longstanding collaboration in conducting research and providing educational opportunities for students and the public. Both PNW and UAS were original signatories to the 2009 MOU establishing the ACRC, and PNW scientists and UAS/ACRC faculty continue to cooperate on a variety of research projects.

PNW's mission is to generate and communicate impartial knowledge to help people understand and make informed choices about natural resource management and sustainability. The primary area of interest for PNW's Juneau Forestry Sciences Laboratory is the coastal temperate rainforest of Southeast Alaska. This ecoregion is part of the larger geographic area of the entire Pacific Northwest and Alaska covered by the PNW Station as a whole.

UAS's mission is student learning enhanced by faculty scholarship, undergraduate research and creative activities, community engagement, and the cultures and environment of Southeast Alaska.

II. PURPOSE

The purpose of this LOI is to document the cooperation between the parties concerning the provision of certain mutually beneficial services to each other in relation to shared UAS and PNW facilities and internet. PNW's and UAS's mutual benefit and interest is embodied in ACRC's mission to build partnerships and catalyze collaborative ecological, economic, and social research in the north Pacific coastal temperate rainforest to support vibrant and resilient communities and ecosystems.

III. UAS SHALL:

1. Provide office furniture, office supplies, voice and data connectivity, administrative services and support services for ACRC Director Allison Bidlack and administrative assistant Pat Belec in their respective offices.
2. Provide guest access to the UA network via wireless connectivity in the PNW conference room to facilitate collaborative meetings with participants at the PNW facility, and enable ACRC to provide webinars and other teleconferencing opportunities to academic and agency partners outside of Juneau.
3. Provide hardwired data ports in PNW labs connected to the UA network in order to facilitate student access, maintenance, and updates for analytical laboratory equipment.

IV. PNW SHALL:

1. Provide office space for ACRC director Allison Bidlack and administrative assistant Pat Belec.
2. Provide occasional use office and storage space in support of research being performed.
3. Provide laboratory resources for collaborative ecosystem ecology research.
4. Provide use of FSL building facilities and services, including meeting and workshop spaces, bathrooms, kitchen, decks, building security, janitorial services, heat, and electricity.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT

- A. All use of UAS network resources (wired or wireless) by non-UAS affiliates is expected to conform to the IT security standard and objectives set forth by both PNW and UAS.
- B. All parties will coordinate through the JFSL Lab Line Officer for new research projects and the installation and operation of new instruments at the JFSL, which shall not be unreasonably withheld. This will be in addition to required SUPs.
- C. The ACRC Director shall provide advisory oversight and make recommendations for research program activities. Such oversight and counsel does not obligate UAS or PNW.
- D. Working arrangements shall be entered into as needed for the use of the laboratories and other facilities owned and operated by any party to this LOI for special work in education, research or extension. Any long-term working arrangements or

commitments with outside parties or agencies concerning use of facilities owned and operated by any party to this LOI must receive prior approval of PNW and UAS.

- E. **NON-LIABILITY.** PNW does not assume liability for or to any third party for claims for damages arising out of this LOI.
- F. **PARTICIPATION IN SIMILAR ACTIVITIES.** This LOI in no way restricts PNW or UAS from participating in similar activities with other public or private agencies, organizations, and individuals.
- G. **ENDORSEMENT.** Any of UAS's contributions made under this LOI do not by direct reference or implication convey PNW endorsement of UAS's products or programs.
- H. **NONBINDING AGREEMENT.** This LOI creates no right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity. Nothing in this LOI is intended to alter, limit, or expand the agencies' statutory and regulatory authority.
- I. **TERMINATION.** Either party, in writing, may terminate this LOI in whole, or in part, at any time by giving the other party 90 calendar days advance notice.
- J. **MODIFICATIONS.** Modifications of this LOI must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification shall be made, in writing, at least 60 days prior to implementation of the requested change.
- K. **COMMENCEMENT/EXPIRATION DATE.** This LOI is executed as of the date of the last signature and will expire two years after that date unless extended by an executed modification, signed and dated by all properly authorized, signatory officials.
- L. **PRINCIPAL CONTACTS.** Individuals listed below are authorized to act in their respective areas for matters related to this LOI.

University of Alaska Southeast:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Allison Bidlack Address: 11120 Glacier Hwy Telephone: (907) 796-6269 Email: albidlack@uas.alaska.edu	Name: Michael Ciri Address: 11120 Glacier Hwy Telephone: (907) 796-6534 Email: michael.ciri@uas.alaska.edu

Pacific Northwest Research Station:

U.S. Forest Service Science Lead Contact	U.S. Forest Service Administrative Contact
Name: Susan Alexander Address: 11175 Auke Lake Way Juneau, AK 99801 Telephone: 907-586-7801 Email: salexander@fs.fed.us	Name: Pauline Plumb Address: 11175 Auke Lake Way Juneau, AK 99801 Telephone: 907-586-8811 Email: paplumb@fs.fed.us


M. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this LOI. In witness whereof, the parties hereto have executed this LOI as of the last date written below.



DR. ROBERT D. MANGOLD, Station Director
U.S. Forest Service, PNW Research Station

10/3/14

Date



MICHAEL CIRI, Vice Chancellor for Administration
University of Alaska Southeast

10/2/14

Date