

Expectations and Responsibilities for Center Principal Investigators and Staff Participation in Network Level Activities

Activity	Purpose	Timing	Duration	Location	Required/Expected
Appoint a representative and an alternate to serve on the National COSEE Council	Provide input into the governing body of COSEE	At time of award	Representative term at the discretion of each Center	N/A	Required
Council or alternate participates in monthly Council check-in teleconferences	Receive and provide updates on Council, Network, Center, and Working Group business.	Second Tuesday of each month or as scheduled	1 - hour	Teleconference	Required
Attend National COSEE Council Meetings	Review and update annual operating plan, strategic business plan, and/or other Network documents; work on Network level business and planning; interface with National Advisory Committee	November and May as scheduled	November: 2-days May: Mornings before All Hands and as scheduled after the meeting	As scheduled	Council representative or alternate Required
Attend, with a team of key Center staff, the Annual All-Hands Meeting	Cross-Center business and networking; address key Network level topics (e.g. broadening participation); new council chair-elect announced	May	2 1/2 Days	As scheduled	PI Required
Participate in Working Groups and Planning Committees as appropriate	Conduct Network level planning and coordinating activities (e.g. scientist engagement, evaluation, diversity, decadal review, All-Hands Meeting),	Times set by individual groups	As needed	Usually teleconference	Expected
Participate in Network level evaluation	Provide information on efficacy of Network level activities to NSF; administer Network level surveys to Center constituents (e.g. scientists)	As needed	As needed	Usually teleconference	Required
Host Annual All-Hands Meeting	Provide logistic and staff support to plan and facilitate annual meeting	Prior to and during the May meeting	On a rotating basis	In vicinity of Center	Required
Contribute and update material for Network-level communications and outreach, including COSEE Network News	Print and web communication of Network activities and accomplishments to internal external audiences	As needed	As needed	N/A	Expected