

Text for Membership Letter Center for Macromolecular Topology

At this stage the Center is applying for Phase I I/UCRC status with the National Science Foundation. The NSF needs to be convinced that the center is viable, and to make this assessment they require a letter of commitment from the companies interested in becoming founding members of the center. This letter must include the following wording. All other content in the letter is superfluous.

"x Corporation **will become a Full Member** of the Center for Macromolecular Topology (\$75,000/year for two years) if NSF approves the center proposal and if ..."

The second "if" can be a description of the economic or other conditions necessary for membership such as,

"our research funding levels remain at the currently anticipated levels for the next two fiscal years."

The letter should be submitted only if you are committed to be a member of the center but it **does not represent a contract or other legal commitment**. At this stage no legal commitment to the center, NSF or to the Universities is needed or being requested. If the center is approved the Center directors will contact you in mid-September to discuss the center contract (NSF takes 6 months to review the proposal).

The following is what NSF states concerning the letter of financial commitment from each probable center member. NSF Program Solicitation 12-516 reads (<http://www.nsf.gov/pubs/2012/nsf12516/nsf12516.pdf>):

Required Supplemental Documents:

A list of participating center members and their letters of financial commitment.

It is imperative to include **commitment letters** from potential members that meet the *requirements of Section III*. Award Information for Center Awards. Proposals failing to meet the minimum funding level of committed members may be returned without review. The minimum number of members needed is *outlined in Section II*.

requirements of Section III = each site must have a minimum of \$150,000/year and must have a minimum of 3 Center Members (two companies and one national lab with in-kind support for instance).

outlined in Section II =

A multi-university Phase I center must have a minimum of \$300,000 annually in membership fees. A multi-university center must have a minimum of six full members with a membership fee of \$25,000 or more per year. Each research site in a Phase I multi-university center must have a minimum of \$150,000 annually in cash membership fees

*and a minimum of three full members. However, for **each research site**, in-kind contributions may be allowed totaling to no more than one full membership fee for the first year of operation. After the first year, each site must show \$150,000 minimum annually in membership fees including in-kind contributions. In-kind contributions considered to be part of the \$150,000 must be approved by the Industrial Advisory Board (IAB).*