

POLICIES AND PROCEDURES HANDBOOK

UNCW Center for Marine Science

Updated Spring 2018

The Center for Marine Science at UNCW supports faculty, students and staff from various departments and centers who carry out research, education, and outreach activities related to coastal and marine science. These include both residents at the Center for Marine Science Myrtle Grove facility as well as faculty and students based at the College Road campus and at Wrightsville Beach.

This handbook is designed to acquaint faculty, staff and students with CMS and provide information about the center and relevant policies. Please comply with all provisions of the handbook as they have been developed by faculty and staff to ensure that they are in accordance with university and state policies and guidelines, reduce multi-user conflicts over Center resources and services, provide for faculty governance, and aid in the operation of key facilities. No set of policies and procedures can anticipate every circumstance or question, and there will be situations where the need arises for us to revise, add, or cancel policies. Normally, the Handbook will be reviewed and updated on an annual basis. However, through consultation with CMS advisory committees, these policies and procedures may sometimes need to be altered more frequently to meet changing needs and be in compliance with university or state regulations. This handbook is in no way intended to replace or modify policies and procedures set in place by UNCW or the North Carolina University system. In any case of a difference in policy between this handbook and the University authorities, the University policy supersedes any CMS policy.

I. Background

A. Mission of the Center for Marine Science

The Center for Marine Science at UNC Wilmington is dedicated to providing an environment that fosters a multidisciplinary approach to questions in basic and applied coastal and marine research. The mission of the center is to support and promote coastal and marine science at UNCW, including research, outreach and service, and teaching. This includes a variety of fields such as oceanography, coastal and wetland studies, estuarine science, marine physiology and genetics, fisheries, aquaculture, marine biotechnology, marine policy and education, and other aspects of marine biology, marine and atmospheric chemistry, marine geology, environmental studies/sciences, and physical oceanography. The center fosters research programs of the highest quality and thereby enhances the educational experience provided by The University of North Carolina Wilmington for both undergraduate and graduate students in marine science.

B. Vision

Coastal and marine sciences extend throughout the academic experience at the University of North Carolina Wilmington, our state's coastal university. Coastal and marine sciences at UNCW involve the active participation of faculty and staff from all of our colleges and schools, and its foundation is the training of undergraduate and graduate students by their active engagement in discovery. These distinctive features, which form our identity, set UNCW apart both within our state and across the nation. Our vision is to build upon these strengths by enhancing faculty governance, processes, and resources that will support creative, multi- and cross-disciplinary approaches to research, scholarship, teaching, and service. These measures will continue to serve the citizenry of North Carolina well, and to help identify UNCW as a national leader and the preeminent coastal and marine university in our state.

C. Description

The university's focus on marine science has a history that spans over 40 years. In the 1970s, what is now CMS began as the Institute for Marine Biomedical Research (IMBR), then in the 1980s, the Center for Marine Science Research (CMSR). After the Master of Science in Marine Science graduate degree was adopted in 2000, the center's name was shortened to the Center for Marine Science (CMS).

The advent of the new century brought increased marine science research activity at the state, national and international levels, and in response to this a new \$17.5 million facility was completed in 2000. This facility in the Myrtle Grove area of Wilmington (currently the CREST Research campus) is directly accessible from the Intracoastal Waterway, has docking facilities, and offers 180,000+ sq. ft. of net indoor space with the recent completion of the 11,000 square foot Shellfish Research Hatchery. Another addition, the 69,000 square foot Marine Biotechnology Building, was completed in 2013. The Ross house was acquired in 2015 to provide residential space for visiting scientists and students.

D. Organizational Structure

1. Administration and Staffing

The Center is part of the College of Arts and Sciences and is administered by the Director. He/she is assisted in administration by an Associate Director of Education and Outreach and an Associate Director of Research and Infrastructure, each serving 3 year renewable terms. Operations are overseen by the Assistant Director for Marine Operations and the entire CREST campus is served by the Business Services Staff under the direction of the Director of the Center for Marine Science. The main office is also staffed by the center Executive Assistant and CMS Program Assistant. Other staff support graphics and website design, computers and electronics, seawater systems, instrument fabrication, small boat and offshore vessel operations, diving and water safety, and other research, program, and outreach needs.

2. Faculty

Any academic or research faculty member at UNCW whose research or teaching is related to coastal or marine research, education, or outreach is considered part of the UNCW coastal and marine science community and may utilize CMS resources as appropriate and following established policies. Researchers who utilize CMS resources and who have external financial support should indicate their use of CMS facilities in RAMSeS. An academic or research faculty member may become a voting member of the CMS marine science faculty by submitting their request to the chair of the Coastal and Marine Council (copying the Director). Requests are accepted at any time during the academic year and should include a *curriculum vitae* and a statement of interest to be considered for Center voting membership. Requests are reviewed by the Coastal and Marine Council or their designated committee. A simple majority of members voting affirmative shall be required for voting membership. While any faculty may be supported in their work by CMS with no preference to voting or non-voting status, only voting members can vote in decisions related to the selection of a Director, Associate Director, members of the Coastal

and Marine Council, changes to the Policies and Procedures Handbook, or other matters in which a vote is considered necessary by CAS or UNCW policy. Voting members will be expected to be involved with the faculty governance of CMS, including membership as appropriate on the various governance committees and active participation in CMS faculty meetings.

3. Governance Committees

Various governance committees have been established to aid in strategic planning, broad decision making, and certain day-to-day governance issues at both CMS and with the broader CREST campus. Membership of these committees is posted on the CMS website.

a) Coastal and Marine Council (CMC)

The Coastal and Marine Council was formed based on recommendations from the 2017 Self-Study process (final report accepted by vote of the faculty and staff). This Council provides a forum for faculty, staff and student input regarding various aspects of coastal and marine sciences at UNCW.

As described in the Self-Study, the structure of the Coastal and Marine Science Council will:

- Be wholly inclusive and include representation from all populations of stakeholders in Coastal and Marine Sciences at UNCW
- Always include significant representation from junior faculty
- Be democratically elected by represented populations and include strict term limits to assure the constant influx of new ideas and perspectives

The Council will:

- Provide advocacy and stewardship of coastal and marine sciences
- Periodically review UNCW's coastal and marine science mission and suggest revisions, if needed
- Lead strategic planning activities, including identification of priorities that will advance coastal and marine science as a whole
- Actively solicit suggestions and feedback from coastal and marine science stakeholders
- Serve as a platform to receive and review new initiatives proposed by faculty, staff or students
- Improve and facilitate cross unit communication in the coastal and marine sciences
- Conduct an annual review of the CMS Executive Director
- Provide input on strategic budgetary priorities including one-time funds
- Appoint ad hoc committees. Examples include, but are not limited to, pilot project review, research faculty annual review, review and approval for marine science faculty status as stated in the P&P manual
- Assist in the development of annual reports for CMS
- Represent coastal and marine science stakeholders during biannual meetings with the Provost

Council Structure:

The Council will consist of 17 voting members and 10 non-voting members as follows:

Voting members of the Council will include:

- **1 representative from each of the following (total of 5):** Department of Biology and Marine Biology, Department of Chemistry and Biochemistry, Department of Environmental Sciences, Department of Earth and Ocean Sciences, and Department of Physics and Physical Oceanography. These representatives must be tenure or tenure-track faculty and will be selected by their home department.
- **1 representative from coastal and marine science affiliated departments not listed above.** This representative will be elected from a slate of candidates comprised of nominations from the affiliated departments. Nominations will be submitted to the Council Chair and voted on by the *marine science faculty** in each of the affiliated departments.
- **2 staff representatives.** Representatives will be permanent SHRA employees who provide support to the research, business, operations and/or educational outreach missions. To be eligible, a nominee must be: 1) a member of the CREST permanent staff list OR 2) nominated by the chair of a department with *marine science faculty** OR 3) nominated by a full or ex-officio member of the Council. Nominations will be sent to the Council Chair who will work with the CMS Executive Director (or designee) to compile and distribute the slate of nominees. SHRA staff, as defined above, will elect representatives.
- **2 representatives from the non-tenure-track marine science faculty.** These representatives will be elected by all marine science non-tenure track faculty (research faculty and lecturers as defined by the policy and procedures manual), from a slate of nominees submitted to the Council Chair. Nominees must hold an appointment that extends beyond the 2-year term limit. The two representatives must be from different organizational units.
- **5 at-large faculty representatives.** These representatives must hold the rank of Assistant or Associate and may be tenure-track or research faculty. No more than 2 representatives in this category can be elected from the same unit. These representatives will be elected by *all marine science faculty** from a slate of nominees submitted to the Council Chair.
- **2 chair representatives.** Chair representatives will be selected by the chairs of coastal and marine science departments (Department of Biology and Marine Biology, Department of Chemistry and Biochemistry, Department of Environmental Sciences, Department of Earth and Ocean Sciences, and Department of Physics and Physical Oceanography).

*Note: unless otherwise specified “marine science faculty” will be based on the definition in the Policy and Procedures manual.

Non-voting members of the Council will include:

Ex officio members of the Council are not eligible for any elected positions and will include:

CMS Executive Director

CMS Associate Director for Education and Outreach

CMS Associate Director of Research and Infrastructure

Director of the Shellfish Research Hatchery

Director Finfish Aquaculture Facility

Director Marine Biotechnology Research Programs

Business Officer for the CREST campus

CMS Assistant Director for Marine Operations

- **2 student representatives.** Students will be nominated by *marine science faculty** and appointed by the Council and will serve one-year terms. No two students will be appointed from the same department. Students must be pursuing a degree program with strong ties to coastal and marine science and must submit an advisor's written endorsement to the Council to be considered eligible. Students may not serve consecutive terms on the council.

Chair and Vice Chair: Each year, the Council will elect a Chair and Vice Chair from a slate of nominees. The elected individuals will serve a 1-year term and are eligible for re-election to an additional 1-year term IF their Council term limit has not expired. The Chair and Vice Chair may not be members of the same department or unit.

Term limits: Council members, with the exception of Ex Officio student members, will serve a maximum 2-year term. Members may not serve more than 2 consecutive terms and must be re-elected to their second term. (Initial terms, for all representatives, will be staggered when the Council is first created).

Ad hoc Committees: Ad hoc Committees designated by the Council should include non-council members to the extent practicable.

Review: A formal review of council structure and responsibilities will be undertaken every three years and modified, as needed. This process should be initiated by the (Executive) Director and undertaken by the Council in consultation with an ad hoc committee created for this purpose. The Council must present the findings and outcome of the review to the coastal and marine stakeholders (i.e. faculty, staff, students) who must approve the findings and any recommendations by majority vote at a meeting called for this purpose.

b) Chairs' Advisory Committee (CAC)

The large majority of faculty in-residence at CMS are members of an academic department, and many faculty on the College Road campus utilize the resources and support provided by CMS. CMS provides services and support for coastal and marine faculty across a number of organizational units. As such, coordination with and among departments is critical. The Chairs'

Advisory Committee, composed of relevant department chairs, provides advice on coordination and integration of activities at CMS with the various interested departments and serves as a forum for determining how to provide consensus input on administrative issues related to coastal and marine science. The committee generally provides input on budget decisions as appropriate on a broad scale, makes recommendations to the Director, is an integral part of the planning process, provides input to policies and procedures as they interface with departmental policies, and provides the administrative voice of the departments in the governance process.

c) Outdoor Areas Committee (OAC)

The chief responsibility of the OAC is to facilitate usage and management of field areas and common outdoor areas managed by the Center for Marine Science and the CREST campus in general. These areas include, but are not limited to, the marshes and tidal flats seaward of the CREST campus; the dock and surrounding area; the Research Lease area on Masonboro Sound; other lease / research areas that may be managed by CMS; various areas utilized by CMS researchers and students on the CREST campus; and, in conjunction with the Seawater Committee, the seawater-fed tank pads. The OAC serves as the consulting body for considering and implementing permissions for field area usage, mediating user conflicts, ensuring CMS adheres to any site conditions, and serves as a resource of institutional memory for past uses. The OAC provides recommendations for current and future needs to the Director, provides periodic updates on outdoor areas usage, and would be involved in relevant aspects of strategic planning. The OAC will coordinate closely with the Field Areas Coordinator, the Seawater Committee, and other entities as necessary to assure effective management of outdoor areas at CMS/CREST.

Membership includes representation from MARBIONC, Shellfish Hatchery, CMS, and NCNERR as well as faculty / staff representatives appointed by the Director that represent the diversity of outdoor and field areas users at UNCW. The committee selects the Field Research Areas Coordinator who serves as co-Chair of the committee. The Field Research Areas Coordinator maintains records of ongoing and past use of field areas under the oversight of CMS and makes day-to-day decisions regarding immediate use needs. The Field Research Areas Coordinator is also responsible for annual use reports to state or other regulatory agencies as required. *Ex-officio* will be the CMS operations coordinator and Associate Directors.

d) Seawater Committee

The CMS Seawater Committee assists with the development of policies and broad strategic planning impacting the indoor and outdoor common use seawater systems, in coordination with other groups as appropriate. The Seawater Committee also decides on space utilization in common areas and makes recommendations to the Director. The committee: 1) Oversees allocation of space in all of the seawater rooms and the outside tank areas including any new space that will be plumbed with flowing seawater; 2) Conducts an annual survey to confirm that current users will continue to use their allotted space, assesses the needs of current users

as well as prospective users, and provides data for #6 below; 3) Has approval authority for any changes in currently assigned space in seawater rooms and outside tank areas, including assignment of space that has been vacated by a previous user; 4) Resolves conflicts or complaints involving assignment of seawater space or usage in consultation with the Director, who will determine the ultimate resolution; 5) Produces and approves emergency plans for the allocation of seawater in the case of partial or full shutdowns, including those resulting from hurricanes or other potentially catastrophic events including establishment of appropriate policies to achieve this end and formulation of a priority plan for seawater supply in the case of partial shutdowns; 6) Assesses future seawater needs, advises the Director of those needs, and helps formulate plans for soliciting any new seawater facilities or spaces. Routine maintenance, repairs, construction of specific seawater services, and general system running is conducted by the CMS Seawater Systems staff.

The membership of the seawater committee includes representation from the Shellfish Research Hatchery, Finfish Aquaculture Facility, MARBIONC if appropriate, and faculty/staff users of seawater resources appointed by the Director. *Ex-officio* will be CMS seawater support staff.

e) First Floor and Second Floor Common Use Space Committees

The First Floor and Second Floor Common Use Space Committees develop procedures to ensure that research labs are used cooperatively and serve the needs of the users. They also serve to reduce multi-user conflicts in facility use. Common use laboratories include all laboratories in the research wing of the CMS that are not designated Primary Laboratories or Core Facilities. These common use facilities include tissue culture, radioisotope, extraction rooms, large equipment rooms, autoclave and dishwasher facilities, constant temperature and freezer/refrigerator rooms, and sorting rooms. Two committees oversee the use of common laboratories: one for the first floor for first floor common rooms, and one for the second floor for second floor rooms. Membership is appointed by the Director for two-year staggered terms. Common use rooms are reviewed annually by the committees and they report their findings to the Director or his/her designee.

f) Small Boat Committee

The CMS small research vessel fleet ranges from canoes and small motorboats to larger vessels capable of estuarine and nearshore operations. Available vessels and policies/procedures are described on the UNCW CMS website and in the UNCW Guide for Safe Boating Operations Manual:

- <http://uncw.edu/cms/FacilitiesVessel.html>
- http://uncw.edu/cms/documents/boating_ops.REV0513.pdf

The small boat committee reviews the need for boats and makes recommendations to the Director, provides input on policy and procedures, assists with strategic planning that involves the small boat fleet, resolves user conflicts, and assists with scheduling small boat usage. The

Small Boat Committee is comprised of one volunteer representative appointed by the Director from each of the UNCW departments of Biology and Marine Biology, Chemistry and Biochemistry, Earth and Ocean Sciences and Environmental Studies, a CMS representative, a Department Chair, and one at large member. The small boat coordinator (staff position) oversees maintenance, daily operations, and safety issues as they arise. *Ex officio* will be the Manager of Research Operations and the Small Boat Coordinator.

g) External Advisory Committee (EAC)

The EAC assists with CMS outreach and connection to the broader regional, state and national community. In consultation with the Dean of the College of Arts and Sciences, members are selected to provide advice to CMS on matters ranging from expanding connections to the broader community and enhancing outreach to possible sources of support and areas of collaboration. The External Advisory Committee also receives an annual report on CMS activity, provides recommendations to the Director on future directions, and helps communicate center activities beyond the university. *Ex officio* will be the Director of the Center for Marine Science and the Dean of the College of Arts and Sciences (or his/her representative).

h) Ad hoc Committees

Ad hoc committee may be appointed from time to time to examine specific issues or needs. Examples may involve needs for new facilities or replacement of boats / equipment; examination of specific issues not covered by other committees; review of pilot project proposals, and development of protocols in response to new university, federal or other mandates. The membership of ad hoc committees will be appointed by the Director or the Coastal and Marine Council and they will only serve until the end of the academic year in which they were established.

II. General Administrative Procedures

A. Office procedures

1. Business Services Policies and Procedures (CREST campus)

a) Business Services Staff

- **Anne Beach**, Business Officer x22305
- **Toniece Boynton**, Travel/Accounting Assistant x22307
- **Glenn Childs**, Storeroom Manager x22318
- **Peggy Ann Dallmer**, HR/Accounting Specialist x22309
- **Suzanne Grosser**, Procurement Specialist x22306

b) Office Supplies

Office supplies are available in the cabinets in the 1st floor business services area. Please take only what you need and let the office (Travel/Accounting Assistant) know if something is running low. For special items, please contact Travel/Accounting Assistant.

c) Telephones

Telephones are available in faculty offices and labs. Dial 9+1+area code+phone number for long distance. Faculty office phones are equipped with voice mail. Please contact Travel/Accounting Assistant for phone requests or problems.

d) Copying and Fax

A copier and fax machine are available in the business services area (Rm 1121). There is a log for long distance faxes. For copying, please bring your department or one card linked to your department funds for departmental copies. There are copy cards located at the copier in room 1121 for Center for Marine Science copies and certain departmental copies. If you have to use these cards for departmental copying, please record on the log.

e) Purchasing

Purchasing from all funding sources including grants is coordinated by the Procurement Specialist. All employees should have shopping access to the University purchasing system known as uShop. To process orders, please send uShop carts to the Procurement Specialist. Also send uShop and purchasing questions to the Procurement Specialist. New shopper guides are available online for uShop.

- <http://www.uncw.edu/purchasing/ushop.html>
- For orders \$5,000 or greater, state contract vendor is required unless there is sole source justification. Please include the written and signed justification in the shopping cart sent to the Procurement Specialist. If an order must be bid, please allow an additional 2–3 weeks for the process. For orders \$25,000 or greater, please allow 4–6 weeks.
- Faculty and staff may request a UNCW purchasing card through their department or CMS. UNCW Purchasing will provide training and monthly reconciliation of charges is required. Please contact the Procurement Specialist for assistance in requesting a purchasing card.

f) Shipping and Receiving

The Center has its own receiving area. The Storeroom Manager coordinates all shipping, receiving, and disposal of all materials. The Storeroom Manager also coordinates the annual physical inventory and equipment maintenance. Please contact the Storeroom Manager with questions regarding any of the above or shipping hazardous materials, live organisms or shipping/receiving after hours.

h) Equipment

As part of fixed asset management, the Storeroom Manager oversees temporary equipment check out, surplus property and other needs. The Center follows all UNCW policies and procedures including those pertaining to equipment. For removal of equipment from the building, please see Glenn Childs for the temporary equipment check out list. Detailed UNCW policy follows;

- <http://www.uncw.edu/policies/documents/05-164PolicyUniversityEquipment.pdf>

i) Petty Cash

Petty cash is available at CMS; the HR/Accounting Specialist is the petty cash custodian. Purchases up to \$50 within a 30-day time period can be reimbursed through this method with a completed petty cash reimbursement form including budget authority signature and supporting receipts. Please take all documents to HR/Accounting Specialist office for reimbursement.

j) Travel

Faculty can make their own arrangements and submit pre-approvals/travel authorizations and expense reports/travel reimbursements in the Chrome River system. Travel/Accounting Assistant is available to assist all travelers with arrangements, questions and reimbursement processing. Travel reimbursements must be submitted to the UNCW Travel office within 30 days of the travel dates.

k) CMS Vehicle

The CMS vehicle (Toyota Corolla) use is coordinated by the Travel/Accounting Assistant. Marine Operations coordinates use of other vehicles. Employees must meet state requirements including a driver license check by UNCW Police before requesting any CMS vehicle. Please contact the Travel/Accounting Assistant with questions. Certain research labs may also make arrangements from the state motor pool for vehicles needed for research and small boat trailering. Please coordinate with Marine Operations.

l) Hiring

Student, graduate student, temporary and summer salary assignments are handled by the HR/Accounting Specialist. Please contact for the CMS hiring request and assistance with the hiring process.

2. Main Office Procedures:

a) Main Office Staff:

- **Crystal Helms**, Executive Assistant, x22408
- **Brittani Blizzard**, CMS Program Assistant, x22493
- **Melissa Smith**, Scientific Illustrator x22316
- **Reception area graduate assistants:** x22301

b) Repair and Maintenance Requests

Please contact the Main Office with facilities repair or maintenance requests, Main Office staff CMS Program Assistant x2-2493 or grad assistants can input the necessary work order in the AiM system.

c) Keys

Keys are primarily given to faculty/staff members and must be requested through the Main Office. Graduate students can be given keys at the discretion of the center director.

Undergraduate students are not given keys unless they are a center employee.

- All faculty/staff/students who are receiving keys must fill out and sign the key form.
- All key transactions are tracked electronically for annual key inventory.
- Changes in key possession are only allowable through the Main Office to ensure proper forms are signed and polices communicated.
- All lab and office keys operation cores in the CMS main building are the responsibility of the Designated Key Control person. Any key not in use should be turned in and remain in the possession of the CMS key cabinet organized by the Main Office. The key can then be checked out by the next user through the Main Office.

d) Events

All meetings/classes/event must be scheduled through the CMS Main Office. Small internal meetings do not require additional authorization. Larger events of 10+ people or any outside guests require the [CMS Event Packet](#) to be filled out and authorized. Events that have outside guests must have a liability note in the event invitation. All events at CREST campus must have at least one UNCW faculty/staff representative present at all times. Events held outside normal business hours may require additional security staff and the event sponsor may need to pay for this.

All groups utilizing the marsh, tidal flat, and/or dock must alert the Main Office in advance. Use of these areas must be approved by the Outdoor Areas Committee in advance and may require specific waivers.

- All meetings must be scheduled through the CMS Main office verbally or by email to Main office staff or through the Campus Reservations System. If using the Campus Reservations System, please follow web link below:
 - <https://events.uncw.edu/EmsWebApp/>
 - Under My Home, login with your UNCW domain username (email address without @uncw.edu) and password.
 - Point to the Reservations Calendar icon and then select: Academic: Center for Marine Science Request. Fill out request form and submit.

e) Office and Lab Space

All space in CMS is assigned through the CMS Main Office. Space requests must be made in writing/email to the Main Office. Space is prioritized for faculty/staff/post docs with students assigned to group student rooms. Visiting researcher space is also available through the Main Office.

[Graduate Desks Assignments](#)

- All graduate desk space is assigned through the main office. Please fill out the application (can be done by supervisor or the student) found on the CMS website and return to the main office. Policies are listed on the bottom of the application.

f) Ross House

Those needing to reserve the Ross House for a visiting Professors/Researchers should notify main office staff to obtain instruction on how to proceed with booking. Note that UNCW hospitality services maintains the Ross House. If the Ross House is not available, hospitality services has information on other on-campus housing available for visiting Professors/Researchers.

g) New Employee

All new employees must register with the CMS main office by filling out the New Employee Form found on the CMS website. This is done so that they can be provided a basic orientation, issued keys, and assigned a telephone and mailbox.

h) CMS Gate Access

Per UNCW policy, gate access is only given to those that pay for a parking pass. Access is given to faculty/staff only. If a student needs gate access the request and reasoning must be made in written/email form by student's supervisor to the Main Office. Access may also be granted to visitors under special circumstances. Gate hours are from 7:30 am to 5:30pm.

i) CMS Building Access

All building access requests are made through the Main Office and are then communicated by the Main Office staff to Auxiliary Services. Access for students must be made by their supervisor via email with the appropriate form completed. The same procedure must be made at the beginning of every semester.

j) Website

The Scientific Illustrator (x22316) maintains the UNCW website. CMS main office staff will periodically update the phone number list and CMS staff/faculty listing and provide it to Scientific Illustrator. Individual faculty websites are maintained by the faculty or their designees.

k) Graphics/Illustrations/Posters

Please contact the Scientific Illustrator via email or in person for assistance with graphics, maps, illustrations and poster printing needs.

l) Computer, Network, and Audio/Video:

Please contact Computer Consultant x22314 for assistance with all computer related needs.

m) Mail

Mail is delivered/picked up at CMS once per day at approximately mid-day. Outgoing mail can be placed in the white bin near the mailboxes for pick-up.

n) General Questions

Main Office and business services staff are available to assist with all general questions regarding policies and procedures at the Center as well as UNCW policies and procedures.

3. Operations:

a) Operations Staff

- **Jay Styron**- Assistant Director- Marine Operations x22404
- **Ken Johns**- Dive Safety Officer x22578
- **Dan Aten**- Shop Supervisor, Machine Shop x22577
- **Steve Hall**- Small Boats x22558
- **Dave Wells**- IT/Oceanographic Instrumentation x22315
- **Jason White**- Under Sea Vehicles Program x22317
- **Erick Glidden**- Undersea Vehicles Program x22443
- **Ron Moore**- Seawater Systems x22312
- **Rob Deans**- Seawater Systems x22431

b) Machine Shop

The Shop Supervisor oversees the machine shop and its use. He has the capabilities of machining, welding and fabrication. It is best to speak to him directly about individual projects and timelines. Once a project is decided on, a work request form should be submitted <http://uncw.edu/cms/documents/machine.shop.work.req.pdf>. Basic hand and power tools are available for use in the shop area after orientation by the Shop Supervisor. If multiples of an item are needed, help from that lab is encouraged to speed production and if many multiples are needed, assistance is mandatory.

c) Seawater Maintenance

The Seawater Committee (see committee descriptions) makes decisions regarding assignment of space for inside and outside seawater facilities and also oversees strategic planning for seawater needs. However, routine maintenance, repairs, construction of specific seawater services, and general system maintenance are conducted by the Seawater Systems staff. Staff members should be contacted directly for system design, set-up or failures. Researchers are responsible for daily operations of their systems as well as any additional equipment added during operation of their systems. Additions (heaters, chillers, air pumps, etc.) should be vetted through the seawater staff to ensure components are compatible with existing power supplies.

d) Small Boat Operations

The small boat fleet includes four 16' jon boats, four center console, 19'–22' flat bottom skiffs, and four 20'–25' V-hulls. The small boat committee reviews general policies, strategic planning and assists with scheduling of small boats. Steve Hall, Small Boats Coordinator, oversees maintenance, daily operations, and safety issues as they arise. Please see the following links for Small Boat Operations Manual as well as schedules:

- <http://uncw.edu/cms/documents/boating.ops.REV0513.pdf>
- <http://uncw.edu/cms/FacilitiesOtherVessels.html>

e) Ship Operations

The Asst. Director of Marine Operations oversees the operation and scheduling of the R/V Cape Fear. This 65' vessel can be used for student education (lab trips) or research projects. Please see the following link for charter rates, ship schedule and specifications:

- <http://uncw.edu/cms/FacilitiesRVcapefear.html>

The Center also has a 35' aluminum catamaran, the R/V Sea Hawk. This vessel is overseen and captained by Steve Hall and can be used for day trips for diving, certain oceanographic sampling and field trips. Please see following link for charter rates, ship schedule and specifications:

- <http://uncw.edu/cms/facilities.RVSeahawk.html>

f) Dive Operations

The Dive Safety Officer oversees Scientific Diving for the University. Diving checkouts, equipment checkouts and equipment repair are under his purview. Please see the following link for the UNCW Diving Manual, Scientific Diving Participant, Info Form, and Snorkeling Authorization information:

- <http://uncw.edu/cms/FacilitiesDivingSafety.html>

g) Undersea Vehicles Program

The Research Operations Manager is in charge of the Center's Remotely Operated Vehicle (ROV) Program. The Center currently has three ROVs and one Slocum Glider. Please see this link for additional information on capabilities, day rate and schedule:

<http://uncw.edu/uvp/index.html>

4. Information Technology:

a) IT Staff

- **Daniel Beguhl** - Computer Consultant/IT/ Oceanographic Instrumentation x22314

b) Computer Incident Requests.

Please submit a request through the Service Catalog at

<https://uncw.teamdynamix.com/TDClient/Requests/ServiceCatalog>

Browse to the appropriate category and complete the appropriate form. After submitting your request with ITS you may email Daniel Beguhl at beguhld@uncw.edu with the ticket number.

c) Classroom and AV assistance.

Call or email Daniel Beguhl at x22314 or beguhld@uncw.edu. If the issue is out of Daniel's scope we will submit a TAC request to the Classroom Support Team.

d) All other computer related needs.

Please email Daniel Beguhl at beguhld@uncw.edu to schedule a time to meet and discuss your technology needs.

III. Facilities

A. Core Facilities

Core facilities provide services to all UNCW coastal and marine researchers by providing general use facilities that may not normally be attainable by individual faculty. Each Core Facility is supervised by a faculty or staff member, and specific facilities may vary over time depending on resources and changing needs. Core facilities are developed to address research support needs of groups of faculty. Each core facility is charged with providing equipment, research expertise, and occasionally technical staff support to assist or train laboratory personnel in their use. Policies and procedures for current core facilities are provided below, but any student or faculty member wishing to use a core facility should consult with the designated faculty lead.

1. Spectroscopy Core Facility at CMS

Located on the second floor of CMS, overseen by Dr. Andrea Bourdelais.

NMR laboratory-room 2311. To run samples and for training please contact: Andrea Bourdelais email bourdelaisa@uncw.edu phone 910-962-2365.

Bruker Biospin 500 MHz AVANCE Series Digital NMR, complete with the following probes for 1-H, 13-C, and 15-N detection: 1.7 mm TXI triple gradient inverse probe with Z gradient, 1 mm double gradient inverse TXI probe, 5 mm double gradient TXI, 5 mm BBO probe.

NMR user's fee for use of Bruker 500MHz NMR equipped with a 1.7 mm probe. All charges are per hour with 15 min as the smallest unit of time.

	*NMR Time	**Technical support	Consulting
UNCW Faculty/Students	free	N/A	free
Other Academic Institutions	\$35.00	\$60.00	\$60.00
MARBIONC Tenants***	\$35.00	\$60.00	\$60.00
Commercial	\$60.00	\$120.00	\$120.00

* note, this is for NMR use time only and does not include sample preparation. The time charge includes the time it takes to set up and run experiments. It is expected that UNCW faculty and students will run their own samples after they are trained to use the instrument.

**Additional probes are available for use for an additional charge of \$60 flat fee which includes probe installation and calibration. Other probes that are available include a 5.0 mm BBO, 5.0 TXI with automatic tune and match, 5.0 mm TXI with manual tune and match.

*** For MARBIONC tenants who run their own samples they have prepared themselves, it will cost \$35/hour for as many samples as they can run in that hour, which includes the time it takes to set up experiments, tune and match the instrument and run the sample.

Note: 1.7 mm NMR tubes and closures \$5.00 each

Mass Spectrometry Laboratory-room 2310

Waters XEVO G2-XS QTOF HRMS equipped with an Acquity UPLC. To run samples please contact:

Allison Stewart email stewart@uncw.edu phone 910-962-2396 or Andrea Bourdelais, email bourdelaisa@uncw.edu phone 910-962-2365.

ABI Sciex Q TRAP 2000 quadrupole/linear ion trap triple quad LC/MS/MS, equipped with an Agilent 1100 HPLC binary pump, degasser and autosampler. To run samples and for training contact: Andrea Bourdelais, email bourdelaisa@uncw.edu phone 910-962-2365.

Waters ZQ 2000 LC/UV/MS systems (2)-each equipped with an Agilent 1100 HPLC binary pump, UV-Vis detectors, degasser and autosampler. To run samples contact: Allison Stewart, email stewart@uncw.edu phone 910-962-2396.

DU 640 Spectrometer. To run samples and for training contact: Andrea Bourdelais, email bourdelaisa@uncw.edu phone 910-962-2365).

Rudolph Autopole II polarimeter. To run samples and for training contact: Andrea Bourdelais, email bourdelaisa@uncw.edu phone 910-962-2365.

2. The UNC-Wilmington Isotope Ratio Mass Spectrometer Core Facility (UNC-WIRMS)

UNC-WIRMS houses two Thermo Delta V Plus stable isotope mass spectrometers interfaced with a variety of peripheral devices that allow for stable isotopic analyses of light elements (C, H, O, N, S) in a wide variety of sample types including organic tissues, sediments, carbonates, gasses, liquids, and individual organic compounds. The facility also includes a Thermo 1310 gas chromatograph equipped with a quadrupole mass spectrometer and flame ionization detector for organic compound identification and quantification, two ultra-high precision microbalances, a micromill, and wet lab space for sample preparation. The UNC-WIRMS operates as a training facility whereby users (students and faculty) are taught proper use of instrumentation by facility personnel and are then responsible for conducting their own analyses. Facility personnel will assist with data processing and QA/QC. *Sample preparation is the responsibility of the researcher.* Facility personnel will do their best to provide advice for sample preparation, but please keep in mind that methods vary widely among sample types and some types of analyses may be new to facility personnel.

Faculty or students interested in using the facility should contact Dr. Chad Lane or Mrs. Kim Rosov for fee information and to schedule instrument time and training. Fees are minimal (~1/10th the cost of sending samples off to another facility for analysis), vary by sample type, and solely used to replace consumables and conduct routine maintenance on the instrumentation. Users are limited

to 4 days of consecutive instrument usage to maximize instrument availability. Sample preparation for some sample types is available for an additional fee.

- Contacts: Dr. Chad Lane (*Director* 910.962.3466; lanec@uncw.edu); and
- Mrs. Kim Rosov (*Research Specialist*, 910.962.2336; duernbergerk@uncw.edu)

3. Oceanographic Instrumentation Core Facility

The Oceanographic Instrumentation Core Facility supports estuarine and coastal ocean research at the Center for Marine Science by operating and maintaining a suite of specialized field instrumentation and providing technical and electronics support to faculty, staff and students. The instrumentation available provides researchers with capabilities ranging from in-situ measurement of physical, biological and chemical properties of water to mapping the geology of bottom habitats. Equipment and instruction is also made available to marine science classes for “hands-on” learning during laboratory courses.

- For equipment reservations, electronics support or more information on this facility, please contact David Wells at (910) 962-2315 or wellsd@uncw.edu.

4. Nutrient Analysis Core:

The nutrient analysis core facility at the UNCW Center for Marine Science is well equipped to support the center’s mission of basic and applied research. In particular, the nutrient core facility is heavily utilized (more than 10,000 samples analyzed annually) for studies on biogeochemical nutrient and carbon cycling and water quality monitoring in a variety of aquatic environments. The lab houses seven research grade instruments for nutrient and organic analyses of both aqueous and solid samples. The lab operates as a valuable training facility where users are trained to operate the instruments and are then able to schedule to run their analysis according to their timeframes. Expert training, supervision and troubleshooting is available with prior arrangement. Other than replacement of low cost consumables, there are no fees for UNCW users. Samples from outside UNCW are run at nominal costs.

The lab houses five main instruments: a Bran+Luebbe AutoAnalyzer III, a Shimadzu TOC 5050, an Antek 9000N, a CE Elantech NC2100 and a Turner 10-AU fluorometer. The AutoAnalyzer is a multi-channel continuous flow analyzer that is capable of simultaneously measuring up to four parameters from an individual sample. It is commonly set up to analyze nitrate, ammonia, phosphate and silicate, but can be converted to run other chemistries when needed. The Shimadzu and Antek are run in tandem to analyze dissolved organic carbon (DOC) and total dissolved nitrogen (TDN), respectively, in water samples. The CE Elantech also uses high temperature catalytic oxidation to measure carbon and nitrogen in solid samples such as plankton cells or sediments. All of these instruments are equipped with autosamplers, which greatly contribute to the lab’s productivity. The Turner fluorometer is a versatile instrument that can be used to measure chlorophyll either in the laboratory or in the field.

- For more information, contact Dr. Rob Whitehead (whiteheadrf@uncw.edu) who is responsible for management and operation of the lab as well as training and supervision of the lab’s users.

5. DNA Analysis Core Facility

The Center for Marine Science (CMS) DNA Analysis Core Facility's (DNA Core) mission is to provide UNCW with the state-of-the-art infrastructure and expertise needed to generate and analyze DNA data for research and education. It is the only DNA analysis facility in southeastern North Carolina. The DNA Core has been the catalyst for interactions between researchers representing various research programs during its 15+ years of operation by providing an efficient and cost effective means for the generation and analyses of DNA sequence, fragment and real-time PCR data. The ease of use, low run costs and reliability of the facility's instruments have enhanced the productivity and expanded the research capabilities of a growing number of faculty and students at UNCW. The DNA Core is used extensively to train students through its use by UNCW and local community college classes, and it plays an essential role in many student research projects.

Major instrumentation for the generation of DNA data housed in the facility includes an ABI 3500 Genetic Analyzer, and an ABI 7500 Real-Time PCR system. Additional instrumentation includes a NanoDrop spectrophotometer, Aplegen Omega Fluor plus and Visionworks Gel Documentation systems, Eppendorf Mastercycler Gradient thermocycler, microfuge, freezers (-20, -40 & -80°C) and water bath. Computer support for the analyses of DNA data include 2 MacIntosh and 2 PC computers with DNA analysis software packages. Instrumentation and computers have been funded by grants from the National Science Foundation, North Carolina BioTechnology Center, CMS Pilot Project program, UNCW Provost's Office, Shellfish Research Hatchery, Department of Biology & Marine Biology, the Center for Marine Science and facility user fees.

DNA Core users defray the cost of maintaining the instruments through a minimal Genetic Analyzer fee. This fee is used to offset a portion of expenses incurred for the specialized reagents and parts required for operation of the instruments. As an example, the sample run fee for our existing ABI 3500 covers the cost of expendable supplies such as polymer and buffer, and the periodic replacement of parts such as capillary arrays. Annual baseline funding from CMS is used to make up any difference and also to help defray the cost of new software and purchasing relatively inexpensive equipment for the facility. The user fee and baseline CMS funding does not incorporate the cost of reagents necessary for the preparation of the samples to be run, which is covered by the individual users. As an additional service, the DNA Core buys the required ABI sequencing chemistry reagents in bulk and allows researchers to purchase aliquots at cost, saving them ca. 1/4 of the expense. The Department of Biology and Marine Biology supports the cost of expendable supplies and the fee for samples run by students as part of Biology classes.

Access to the DNA Core instruments is restricted to 'approved users' in order to maintain the functionality of the instruments. Approved users are defined as faculty, staff and students that have been trained by the Core leader or an approved researcher. Students and faculty who express a desire to learn more about the running and maintenance of the DNA Core instruments receive more detailed training by the Core Leader. Approved users have access to the facility at all times except for regularly scheduled maintenance periods or when classes are utilizing the facility. Special instrument scheduling for large projects can be arranged with the Core Leader.

- Contact: Dr. Wilson Freshwater; freshwater@uncw.edu ; 962-2375

6. Sediment Analysis Core Facility

The UNC-Wilmington Sediment Analysis Core Facility houses a Camsizer XT particle grain size analyzer for faculty and student use. The instrument is capable of quantifying a variety of grain size characteristics (size, roundedness, dimensional ratios, etc.) for particles ranging from 1 μ m to 3 mm. Samples can be analyzed dry or in solution. *Sample preparation (organics removal, sample disaggregation, etc.) is the responsibility of the researcher.* Facility personnel will do their best to provide advice for sample preparation, but please keep in mind that methods vary widely among sample types and some types of analyses may be new to facility personnel. Researchers are asked to cover the cost of any necessary consumables for sample analysis, but there is no sample fee. Faculty or students interested in using the facility should contact Dr. Chad Lane to schedule instrument time and training.

- Contact: Dr. Sharon Hoffmann (910.962.2072; hoffmans@uncw.edu)

7. Autoclaves

Autoclaves are community resources for general microbiology, sterilization, and bio-waste disposal. CMS will work with EH&S to ensure annual bio-indicator testing for proper function per EHS and NC DEQ rules about microbiological hazard disposal.

8. CMS First Floor Freezers

User Instructions:

CMS has two freezers (Rooms 1221 and 1223) on the first floor that are available to faculty and students for storage of samples. It is imperative that before any work/storage starts in these rooms the following instructions are followed:

a. If you wish to use the first floor freezers:

- Contact the first floor common use space committee. They will coordinate with all users to arrange appropriate space, and insure that intended use is compatible with on-going uses. These freezers are currently set to -10°C, this is the capacity of the units.
- Sample material, chemicals and/or reagents in samples must be discussed with users to insure
- they will not adversely interact with previously stored samples.

Note: There is a freezer on the second floor of CMS as well. This unit is coordinated by the second floor common use committee.

b. Stored Materials:

- All samples must be in sealed containers that are CLEARLY AND LEGIBLY LABELLED with date, user name, lab/PI name, contact # and description of items stored.
- Labels must follow EH&S guidelines (<http://uncw.edu/ehs/research.html>).

- Also, review the University’s chemical hygiene plan before using, moving or storing chemical in these freezers. The plan can be found on the EH&S website or here (http://uncw.edu/ehs/documents/Chemical_Hygiene_Plan.pdf).

Note: Sealed container means that the sample is contained in an airtight container. If the sample produces a smell, then the container is not airtight and the user will be asked to replace the container or remove the sample(s).

- Please refer to the coordinators if you need to contact users about their samples stored in these rooms.
- Chemicals and reagents that you plan to use or store in these areas need to be discussed with users/coordinators to insure they will not harm or adversely interact with other stored samples.

Note: Unidentified containers will be reported to EH&S and disposed of.

Please keep in mind this is common use space that must meet the demands of numerous faculty and students. Once a project is completed and materials no longer need to be stored in the facility they should be immediately disposed of according to EH&S protocols to free up space for new users. Annually, the First Floor and Second Floor Committees will request via e-mail to all CMS personnel that all materials that require continued storage in the facilities be marked (demarcation method T.B.A.) during a designated two-week period. After that two week period, any unmarked materials will be disposed of to assure continued availability of space for new projects.

c. NEVER ATTEMPT TO CHANGE SETTINGS ON THE FREEZERS.

- The space coordinators are trained in the operation of the rooms and will work with users, manufacturers and CMS HVAC to insure the system is functioning correctly.
- If in any doubt about the correct function or temperature of the freezers please inform one of the above mentioned coordinators.
- By using this space you agree to abide by these guidelines

9. CMS First Floor Temperature Control Room(s)

User Instructions:

CMS first floor temperature control rooms (Rooms 1343 and 1344) are available to faculty and students for storage of samples and biochemical work. It is imperative that before any work/storage starts in these rooms the following instructions are followed:

a. If you wish to use the first floor temperature control rooms:

- Contact the first floor common use space committee
- These rooms are currently set to a temperature that will suit the needs of the current user group. They will coordinate with all users to arrange appropriate space, and insure that intended use is compatible with on-going uses.

- Sample or experiment type, chemicals and reagents need to be discussed with users to insure
- they will not adversely interact with stored samples.

Note: There are two temperature control chambers located in room 1211. These chambers are part of the seawater facilities. These chambers can be used for experiments that will allow for exclusive use for short term experiments that require adjusted temperature and lighting. These spaces must be scheduled well ahead of time and users must setup the chambers ahead of each use and cleaned after each use. For details on scheduling use or settings contact the head of the seawater committee.

b. Stored Materials:

- All working areas and containers MUST BE CLEARLY AND LEGIBLY LABELLED with date, user name, lab/PI name, and description of items stored (labels must follow EH&S guidelines (<http://uncw.edu/ehs/research.html>). Also review the University's chemical hygiene plan before using, moving or storing chemical in these areas. The plan can be found on the EH&S website or here (http://uncw.edu/ehs/documents/Chemical_Hygiene_Plan.pdf).
- Please refer to the coordinators if you need to contact users about their space.
- Samples chemicals and reagents that you plan to use or store in these areas need to be discussed with users to insure they will not harm or adversely interact with other stored samples. Must be in sealed containers.

Note: Sealed container means that the sample is contained in an airtight container. If the sample produces a smell, then the container is not airtight and the user will be asked to replace the container or remove the sample(s).

Please keep in mind this is common use space that must meet the demands of numerous faculty and students. Once a project is completed and materials no longer need to be stored in the facility they should be immediately disposed of according to EH&S protocols to free up space for new users. Annually, the First Floor and Second Floor Committees will request via e-mail to all CMS personnel that all materials that require continued storage in the facilities be marked (demarcation method T.B.A.) during a designated two-week period. After that two week period, any unmarked materials will be disposed of to assure continued availability of space for new projects.

- The floors are galvanized steel and will corrode with salts- storage containers (especially seawater) must be wiped down and clean, spills must be cleaned up and rinsed with freshwater.
- Before use of these spaces users must undertake appropriate risk assessment.
- If specific safety protocols are required, please discuss your plans EH&S and space coordinators

c. NEVER ATTEMPT TO CHANGE SETTINGS ON THE TEMPERATURE CONTROL ROOMS.

- The space coordinators are already trained in the operation of the rooms and will work with users,
- manufacturer and HVAC to insure the system is functioning correctly.
- If in any doubt about the correct function or temperature of the rooms please inform one of the above mentioned coordinators.
- By using this space you agree to abide by these guidelines.

10. CMS Unmanned Aerial Systems:

The Center for Marine Science currently operates two unmanned aerial systems (Sensefly eBee Plus RTK and a DJI Phantom 3). The Sensefly eBee system is intended for use in support of funded research and CMS pilot projects. Other proposed uses will be considered, but are subject to review and approval by the CMS Equipment/Drone Use Committee. The Phantom 3 system is more broadly available for faculty and student research projects. Both systems are maintained by the Oceanographic Instrumentation Core Facility (David Wells).

a. Requests for Use:

Reservations for use are made on a first-come, first-serve basis and the Center reserves the right to limit the number of requests for use based on competing needs, maintenance needs, operating personnel, or other considerations. Students who wish to use the drone for their research should do so through their faculty advisor. Users should contact David Wells (Electronics Technician and OI Core Coordinator) to discuss logistics and proposed use. This is particularly important in order to determine if UAS operations can be safely conducted within the proposed area of work and to determine if operations would occur within controlled airspace or conflict with FAA Part 107 regulations. Use of the drone may be denied if operations are deemed unsafe. For operations in controlled airspace, a Part 107 waiver or airspace waiver/authorization will have to be filed by Center staff with the FAA. Please keep in mind that there is no guarantee that the waiver or authorization will be granted and that requests may take up to 90 days for processing.

b. UAS Operation:

Operation of unmanned aerial systems for research are governed by FAA regulations, federal, state and local laws, and any additional regulations adopted by UNCW as part of its university-wide UAS policy.

The operation of the Sensefly eBee system is limited to CMS staff. As the system comes online and demand increases, additional staff will be trained to operate the system. Operation of the Phantom 3 system may be conducted by faculty and students after appropriate training by CMS staff.

A brief summary of operational limitations is available here:

https://www.faa.gov/uas/media/Part_107_Summary.pdf

User Fees: There are currently no user fees, but a day rate will be established after operational costs have been determined.

IV. Academics

A. Graduate Program

The Center for Marine Science broadly supports all graduate student scholarly work related to coastal and marine research. Most of these programs are administered through various academic departments within the College of Arts and Sciences (e.g. Biology and Marine Biology, Chemistry and Biochemistry, Environmental Studies, Earth and Ocean Sciences, Physics and Physical Oceanography, and Public and International Affairs). Support may be in the form of equipment use, access to seawater and boats, access to field areas, laboratory and office space for students based at CMS, and other forms of research and instructional assistance.

The Center for Marine Science is the primary support home of the Master of Science in Marine Science graduate program. This includes three broad areas of student support: stipend and tuition support; research space and supplies; and office and computer support. Details for the M.S. Marine Science program, including admissions, curriculum, facilities, faculty, and other information, can be found on the CMS website:

<http://uncw.edu/mms/>

The Associate Director for Education is the administrator with primary authority for the MS Marine Science program and, in coordination with others as appropriate, is responsible for oversight of admission into the program, tuition and stipend/assistantship support assignment, and program administration. Space assignment for all graduate students based at CMS, regardless of program, is coordinated through the CMS Main Office. Individual faculty may also provide research assistantships (RAs) and tuition support through their research grants, and the faculty investigators make the decisions about allocation of these funds to students accepted into the marine science graduate program, as well as about student activities required to justify the support. In general, a teaching and research stipend will not be granted in the same semester, although students may receive one half a GTA and one half of an RA during the same semester. Graduate students in the Master of Science in Marine Science are afforded office space either at the Center for Marine Science or on the South College campus if their research lab is located there.

B. Undergraduate Student Support

Undergraduate students are encouraged to participate in research at CMS through directed independent studies (DIS), honor's projects, or as paid assistants or volunteers. Interested students should communicate directly with faculty with whom they are interested in working. Volunteers may need to complete volunteer waivers. A summary of CMS faculty research interests can be found on the CMS webpage. In the absence of a specific research interest, or for more information about opportunities, the Associate Director for Education should be consulted (Skrabals@uncw.edu).

Stipends for undergraduate students in the summer or academic year are drawn from individual faculty research funds. There are no dedicated academic year funds in the CMS budget for undergraduates. However, from time to time, CMS may offer undergraduate summer support on a

competitive basis. The amount of funds available, and the laboratories in which they are available, varies each year.

V. Other

A. Pilot Projects

CMS pilot project funding is intended to provide **initial funding for preliminary efforts** that enhance the prospects of new external grant proposals. New external awards generate support for CMS graduate programs, facility use, and overhead. Tenure-track and research marine science faculty with continuing appointments who are evaluated annually for research and grant productivity are eligible to apply; however, pilot project awardees from the previous year are not eligible. Faculty may only appear as a PI or co-PI on one proposal. Funding is not intended to support faculty or students external to UNCW. Proposals may request support for supplies, travel, equipment or summer salary. Summer salary support for students is particularly encouraged. Budgets that include salary support must also include fringe benefits at established rates. Indirect costs are not charged. Although award limits may vary from year to year, awards of up to \$20,000 have been made available in the past. Proposal review will be conducted by the CMS Faculty Advisory Committee. The **primary criterion** for selection of awards will be the potential of the pilot project to leverage subsequent extramural grant proposal(s) that will support CMS graduate programs, facility use, and generate overhead. Successful proposals must explicitly address this criterion (e.g., preliminary data from a new research direction, new collaborations among CMS faculty, new technique development, etc.) as well as indicating the potential target funding agency. **Secondary criteria** for selection of awards will include scientific merit, junior faculty status, new interdisciplinary collaborations, and student support. Review of Pilot Project proposals is coordinated by the Coastal and Marine Council or their designated committee.

B. Research Faculty review

The UNCW Faculty Handbook defines 3 ranks for Research Faculty with a general description of each and expected support after 5 years:

“4. Research Faculty

[Updated 09/03/2003]

[The category of research faculty was created by the Faculty Senate 8/01.]

The Research Faculty shall consist of those faculty members whose major function is to conduct research in the academic units, centers, and institutes of the university and who hold the title of research professor, research associate professor, or research assistant professor. They typically serve as principal investigators on grants or contracts administered by the university. Research faculty must have an affiliation with a department or academic unit, but shall not hold tenured or tenure-earning appointments and shall not be counted toward a department's representation in the Faculty Senate. The extent of voting privileges shall be determined by the host department or academic unit.

The criteria for each of the titles are as follows:

a. Research Assistant Professor. Appointment to the title of research assistant professor requires completion of professional training, in most fields marked by the doctoral degree, and the clear promise of a successful career in research or artistic achievement.

b. Research Associate Professor. Appointment to the title of research associate professor normally requires a record of substantial success in research or artistic achievements including grant funding and publications.

c. Research Professor. Appointment to the title of research professor requires a sustained record of research or artistic achievements and recognition as a scholar within her/his professional field.

Although research faculty support and conduct research for projects and programs that receive extramural funding, they may teach courses as needed and receive up to twenty-five percent of their salary from instructional sources if granted adjunct status by their academic unit or department. Department chairs may use flexibility when scheduling courses of research faculty so as to accommodate their research obligations.

Research faculty status will be recommended for those faculty members who are needed to support research projects and programs sponsored by the university. The faculty sponsor or supervisor will submit recommendations for appointment to the department chair or director. Upon approval by the chair or director, the recommendation will be processed according to university and departmental or unit hiring policies. Appointments for research faculty will be issued for a definite period of time specified in the letter of appointment that will also specify title, salary, and full-time or part-time status. The university does not guarantee it will provide space, facilities, or services beyond those approved for currently active grants. Annual review of research faculty will be conducted by the supervisor and chair or director. Research faculty may be considered for promotion following a timetable and policies to be established by the department or academic unit of affiliation within Academic Affairs.

Research faculty will be eligible to hold graduate faculty status based on the criteria of the host department or academic unit.

Research faculty members with a minimum of five uninterrupted years of service at UNCW are entitled to one month's notice with pay for each year of full-time continuous service as a research faculty member. The host department or academic unit or center will be responsible for arranging the bridge funding. Support will begin upon the termination of grant support. The research faculty member will be assigned duties during the notice period and such pay will cease upon the availability of other grant support at the university or acceptance of employment elsewhere. Notice so used may be re-earned at the rate of one month per year up to the maximum of twelve months."

The Coastal and Marine Council will develop guidelines for review of applications for Research Faculty status and they will also establish guidelines for annual reviews of research faculty. The CMC will review applications for Research Faculty status based on these guidelines as well as annual reports and provide comments/recommendations to the Director. The CMC will review requests by Research Faculty for promotion in rank and make recommendations to the Director. The Director will be responsible for annual evaluations and will meet with Research Faculty on an annual basis to discuss accomplishments and progress.

Revisions:

Originally adopted by vote of the Coastal and marine Science Faculty: Fall 2016

Revised: Fall 2017

Revised: Spring 2018