



## **agInnovation NRSP1 Management Committee**

### **Rules of Operation**

**Last update: 8/7/2024**

#### **Purpose**

The agInnovation NRSP1 Management Committee (henceforth referred to in this document as NRSP1 for simplicity) serves two critical functions for the State Agricultural Experiment Station (SAES) System. First, it supports the National Information Management and Support System (NIMSS). NIMSS was designed to facilitate the management of multistate research and Extension activities supported by the Hatch Multistate Research Fund (MRF), from conception of the proposal to project termination. NIMSS is a web-based application allowing: (1) online submission of proposals, peer reviews and progress reports, and (2) ready access to this information. The second important function that NRSP1 serves is oversight of the communication of impacts from multistate research and Extension activities to decision-makers and stakeholders. The communications component of NRSP1 enhances the visibility of Land-grant institutions and the success of multistate research projects. Impact statements are prepared by a communications specialist. NRSP1 efforts are funded based on an off-the-top mechanism tied to the latest five-year project.

A NRSP1 Management Committee with representation from each regional association, SAES director's office staff from across regions, NIFA and four Administrative Advisors (regional representation) serve as stakeholder representatives from agInnovation charged to continuously provide oversight to and evaluate the effectiveness of NIMSS and multistate research and Extension impacts communication efforts. The representatives are responsible for collecting information from the institutions in their respective regions to provide recommendations to improve NIMSS (function and content) and information on the multistate research and Extension impact communications efforts and programs in meeting their needs and objectives.

The NRSP1 Management Committee is also responsible for conducting the annual performance review of the agInnovation Multistate Research Impacts Program Coordinator and providing it to the Coordinator's host institution in the required manner.

The latest version of the NRSP1 proposal and all meeting notes/reports can be found here: <https://www.nimss.org/projects/18866>. Current NRSP1 Management membership is here: <https://escop.info/committee/NRSP1-management-committee/>. NRSP1 Management Committee member email list is [nrsp1@escop.info](mailto:nrsp1@escop.info).

#### **Membership**

- NRSP1 Chair: The NIMSS lead RSA (regional system administrator) serves as NRSP1 chair. Term is indefinite, provided the lead RSA wishes to continue in the role and is approved by the NRSP1 membership.
- Administrative Advisors (AAs): One from each of the 1862 regions (NC, NE, S, and W,) and the 1890s. The position of lead AA will be revisited with each 5-year cycle and rotate as needed.
  - One of the AAs must be the director at the host institution of the agInnovation Multistate Research Impacts Program Coordinator or an individual appointed by said director.
  - One of the AAs must be the director from the institution hosting the NIMSS development team, if NIMSS remains with a Land-grant University, or an individual appointed by said director.
  - Executive Directors (EDs) may serve as AAs, if appointed by their regional directors.
- Executive Directors from ARD, NC, NE, S, and W
- Assistant Directors/Coordinators from NC, NE, S, and W (one of which serves as NIMSS lead and NRSP1 chair).
- NIMSS User Representatives:
  - At least two NIMSS users with Station Director responsibilities from two separate 1862 regions and represent the interests of NIMSS users.
  - User representatives serve no terms and may be reappointed indefinitely by their regional associations for as long as they wish to serve.
- Non-voting representatives from the following organizations:
  - NIFA PARS Director
  - NIFA Communications Director
  - agInnovation Multistate Research Impacts Program Coordinator
  - Director or appointee of the director at the host institution of the Multistate Research Impacts Program Coordinator

### **Roles and Responsibilities of NRSP1 Members**

- NRSP1 Chair: Sets meetings and agendas, leads meeting discussion, serves as the technical lead for the preparation of the NRSP1 renewal proposal, and other activities that emerge and the committee feels appropriate for the chair role.
- Administrative Advisors (AAs): Facilitate NRSP1 proposal renewal and midterm review processes, identify peer reviewers, and conduct the annual performance review of the agInnovation Multistate Research Impacts Program Coordinator with input from the other NRSP1 members. The AA housed within the impact writer's host region is responsible for submitting the impact writer's performance reviews as dictated by the policies of that institution.
- Executive Directors from ARD, NC, NE, S, and W: Provide general high-level leadership and oversight to NRSP1, identify regional directors to serve as NRSP1 AAs or serve as regional AAs themselves if their regional associations approve, assist the NRSP1 management committee with NRSP1 reviews and other activities, as needed.

- Assistant Directors/Coordinators from NC, NE, S, and W: Serve as regional NIMSS RSAs to provide regional administration of NIMSS, regular interfacing with the NIMSS technical team, NIMSS testing as needed, and all other aspects of support to NIMSS and NIMSS users.
- NIMSS User Representatives: Provide NIMSS user-level feedback to NRSP1, participate in NIMSS testing and NRSP1 reviews, share updates from NRSP1 to their regional associations, administrative officers, and other regional NIMSS users with help from the regional Assistant Directors/Coordinators and EDs.
- Non-voting representatives from the following organizations: Provide regular programmatic updates and recommendations to NRSP1 membership. The agInnovation Multistate Research Impacts Program Coordinator is expected to provide quarterly updates to NRSP1.

### **Organization and Function**

The NRSP1 Management committee meets virtually four times a year, during which reports on quarterly NIMSS updates and issues are presented, along with an agInnovation Multistate Research Impacts quarterly report. The NIFA PARS and Communications Directors also provide updates, as needed.

It is expected that programmatic and policy decisions are to be made by consensus. If necessary, formal decisions are to be determined by a simple majority of a quorum of NRSP1 members. The NRSP1 Committee may create ad hoc work groups to assist with special tasks or problem solving, as needs are addressed by agInnovation members. The work groups will be responsible to the NRSP1 Management Committee.

### **Quorum**

For purposes of doing business, a quorum shall consist of a simple majority of the duly constituted voting members at any officially called meeting for which written notice is sent in advance of the meeting. A simple majority of the quorum resolves all issues.

### **Parliamentary Authority**

The emphasis in all NRSP1 Management Committee meetings shall be on orderly process to achieve an objective decision by those present and voting, if necessary. Should there be a parliamentary challenge, it shall be answered by referring to the most current edition of Robert's Rules of Order.

### **Amendments**

These operating guidelines may be amended at any business meeting of the NRSP1 Management Committee provided the proposed amendment has been sent to all members 1 week in advance of the meeting, and the question is passed by a simple majority of a quorum of the voting members present at that meeting.