

UNCW Center for Marine Science

Center for Marine Science Handbook

1/8/2002

UNCW Center for Marine Science

Center for Marine Science Handbook

Table of Contents

<u>No.</u>	<u>Policy</u>	<u>Effective Date:</u>	<u>Revision Date:</u>	<u>Page</u>
INTRODUCTION				
020	Employee Welcome Message	1/8/2002	7/2/2002	i
030	Organization Description	1/8/2002	7/2/2002	ii
040	Introductory Statement	1/8/2002	7/2/2002	v
RESEARCH SUPPORT ACTIVITIES				
890	Pilot Projects	1/8/2002	7/2/2002	1
891	Undergraduate Student Support	1/8/2002	1/1/1900	5
893	Graduate Student Support	1/8/2002	1/1/1900	6
894	Ship and small Boat Use	1/8/2002	7/2/2002	7
895	CMS Sponsored Travel	1/17/2002	1/1/1900	11
896	Research Space Allocation	1/8/2002	1/1/1900	12
897	Seawater Space Allocation	1/8/2002	1/1/1900	13
898	Common Use Laboratories	1/8/2002	1/1/1900	14
899	Core Facilities Use	1/8/2002	1/1/1900	15
COMMITTEES AND ADVISORY GROUPS				
990	Internal Advisory Committee	1/8/2002	1/1/1900	16
991	Standing Committees	1/8/2002	2/23/2002	17
992	External Advisory Committee	1/8/2002	1/1/1900	20
993	Faculty At-Large Committee of the Whole	1/8/2002	1/1/1900	21
994	Marine Science Faculty	3/1/2002	1/1/1900	22

UNCW Center for Marine Science

Center for Marine Science Handbook

020 Employee Welcome Message

Welcome to CMS!

On behalf of your colleagues, I welcome you and wish you every success here.

We believe that each faculty member contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This handbook outlines the policies, programs, and benefits available to eligible faculty members. It was also developed to describe some of the expectations we have of the marine science faculty. This handbook will answer many questions about CMS. These policies and procedures are in addition to those of the University of North Carolina Wilmington, and in any case where there is a conflicting policy, the UNCW policy takes precedence.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Daniel G. Baden, Ph.D.
Director, and
Professor of Chemistry and of Biological Sciences

UNCW Center for Marine Science

Center for Marine Science Handbook

030 ORGANIZATION DESCRIPTION

I. What We Do

The Center for Marine Science at UNCW is an interdisciplinary program, comprised of faculty from various University departments, who carry out research, education, and outreach activities related to marine science on-site, in the world's oceans, and in a variety of community locations.

II. Our Facilities and Locations

CMS operates three separate facilities. They are the main research laboratories and running seawater facility located at 5600 Marvin Moss Lane in Myrtle Grove NC, the Aquaculture facility located at the Wrightsville Beach saline plant, and the technical and operations facility located at 7205 Wrightsville avenue Wilmington NC..

III. The History of CMS

IV. Our Organizational Structure

A. Administration

The Center is administered by the Director, Dr. Daniel G. Baden. He is assisted in administration by Associate Director of Research Dr. James Merrit, Associate Director of Education Dr. Joan Willey, and Associate Director of Academic Planning Dr. Ronald Sizemore. Mr. Steven Mastro is Administrative Manager of Finance, Mr. Dan Aspenleiter is Assistant Director of Ocean Going Operations, Mr. Dennis Ihnat is Assistant Director Land Based Operations, Ms. Diane Talley is Director of Marine Quest, and Ms. Lisa Varner is Director of Development.

B. Staffing

The Center employs staff for providing assistance to the Director and Associate Directors, and to Development. Additional personnel provide support for purchasing, travel, accounting, graphics, and operations to assist researchers in a variety of activities.

V. Committees

The CMS facility at Myrtle Grove contains teaching and research space to support the Marine Science Program at UNCW. Many of these spaces are multi-user spaces and will require coordination and cooperation in order for the use to serve all prospective users effectively and efficiently. Faculty, staff, and administrator input is sought at all levels for effective operation of facilities and development/improvement of programs.

A. Internal Advisory Committee. Contact Dr. Daniel Baden.

UNCW Center for Marine Science

Center for Marine Science Handbook

The Center Administrators are assisted in their activities by an Internal Advisory Committee (IAC) composed of the Chairs of Departments whose faculty participate in the research, education, and outreach activities of the Center. Two on-site faculty and two off-site faculty also sit on the IAC. The IAC is Chaired by the Center Director. Several university officials sit as ex officio members of the IAC. The IAC is responsible for providing input into the programmatic direction for the Center.

B. Research Laboratory Committee. Contact Dr. Daniel Baden.

The research laboratory committee is responsible for assigning research space based on need, proposed use, extarmural support, and alignment with marine science activities. Membership is James Merritt, Joan Willey, Ron Sizemore, and Steven Mastro.

C. Field gear storage room and other outside storage space is the responsibility of the Field Gear Storage Committee. Contact Dr. Martin Posey, x2324.

The Field Gear Storage Committee will develop procedures for the equitable storage of field equipment in the inside storage room and in the covered and uncovered fenced in storage space outside. Wheeled security cages have been ordered and will be available for use. Committee members include: Dr. Courtney Hackney, Dr. Mike Mallin, Dr. Ann Pabst, Dr. Laela Sayigh, and Dr. Alina Szmant.

D. Seawater Room, Greenhouse, and Outside Seawater Facility at Myrtle Grove use and coordination is the responsibility of the Seawater Facilities Committee. Contact: Dr. Alina Szmant, x 2362.

The Seawater Facilities Committee is responsible for assuring adequate and collegial use to these spaces and will develop procedures for considering space requests, for implementing requests, and for equitable distribution of space. Equipment needed for faculty research activities is the responsibility of the faculty research project. Committee Members include: Dr. Alina Szmant, Chair, Dr. Mike Durako, Dr. Joe Pawlik, Dr. Martin Posey, and Dr. Ami Wilbur.

E. First Floor Common Use Research Space Committee is responsible for coordinating the use of the multi-user facilities including: the sample prep areas, Telemetry & GIS, Mammals studies, and Graduate Student Spaces. Contact: Dr. Ann Pabst, x2341.

The purpose is to develop procedures to ensure that research labs are used cooperatively and serve the needs of the users. Committee members include: Dr Ann Pabst, Chair, Dr. Lou Abrams, Dr. Bill Cleary, Dr. Nancy Grindlay, Dr. Courtney Hackney, Dr. Richard Laws, Dr. David Lindquist, Dr. Lynn Leonard, Dr. Mike Mallin, Dr. James Merritt, Dr. David Padgett, Dr. Laela, Sayigh, Dr. Alina Szmant.

F. Second Floor Common Use Research Space Committee is responsible for coordinating the use of the multi-user facilities including: Tissue Culture rooms, Analytical

UNCW Center for Marine Science

Center for Marine Science Handbook

rooms, Gown and Clean room, Dark Room, and Graduate Student space. Contact Dr. Joe Pawlik, x 2378.

The purpose is to develop procedures to ensure that these research labs are used cooperatively and serve the needs of the users. Committee members include: Dr. Joe Pawlik, chair, Dr. Dan Baden, Dr. Craig Bailey, Dr. Fred Bingham, Dr. Bill Cooper, Dr. Mike Durako, Dr. Mike McCartney, and Dr. Ami Wilbur, and Dr. Jeff Wright.

G. Visiting Scientists Space Committee. Contact James Merritt, x 2303.

This committee is responsible for developing procedures to allow visiting scientists access to labs space at Myrtle Grove and opportunities to use services available through the Center for Marine Science. Committee Members: Dr. James Merritt, Chair, Dr. Bill Cooper, Dr. Nancy Grindlay, Dr. Laela Sayigh, Dr. Carm Tomas.

VI. Mission Statement

The Center for Marine Science is dedicated to providing an environment that fosters a multidisciplinary approach to questions in basic marine research. The mission of the center is to promote basic and applied research in the fields of oceanography, coastal and wetland studies, marine biomedical and environmental physiology, marine biotechnology and aquaculture, marine geology, marine toxicology, and oceans and human health. Faculty members conducting marine science research in the departments of biological sciences, chemistry and earth sciences participate in this program. The center fosters research programs of the highest quality and thereby enhances the educational experience provided by the University of North Carolina for both undergraduate and graduate students in marine science.

VII. Our Goals

A. Enhance and support research activities of faculty, students, and visiting scientists associated with CMS

B. Provide expertise and information relevant to marine sciences at the local, state, national, and international levels

C. Prepare students for careers in marine and atmospheric sciences through education, research, and outreach activities

D. Maintain contact with the lay public and students and teachers at the K-12 level through outreach activities, and provide compelling arguments for the promotion of ocean research and preservation of coastal and open ocean environments

E. Become an indispensable asset to the ocean sciences community locally and globally through exceptional performance in each of the goals.

UNCW Center for Marine Science

Center for Marine Science Handbook

040 INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with CMS and provide you with information about working conditions, research opportunities, and some of the policies affecting your employment.

You should read, understand, and comply with all provisions of the handbook. The handbook describes many of your responsibilities as an Marine Sciences affiliate and outlines the programs we have developed to benefit our scientists and staff. One of our objectives at CMS is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about every one of our policies. Further, there may be situations where the need arises for us to revise, add, or cancel policies. Therefore, CMS reserves the right to add new policies, and to change or cancel existing policies at any time.

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 supercedes any CMS policy.

UNCW Center for Marine Science

Center for Marine Science Handbook

890 Pilot Projects

Effective Date: 1/8/2002

Revision Date: 7/2/2002

Annually, the Center for Marine Science Research announces the availability of Pilot Project funds. Awards are available on a competitive basis to faculty members conducting multi-investigator (2-4 scientists) pilot research projects which best support the mission of the center. The proposal may include one month of summer salary for each faculty member and may also request funds for graduate students and some limited supplies. Criteria for selection are based on scientific merit in and applicability to marine science, whether the project would directly and productively contribute to one or more interdisciplinary program areas, and the potential for publication and generation of grant applications to further the Pilot Project goals.

Activities may include new projects, or changing a current project to take a multi-investigator or interdisciplinary approach. From year to year, special requests may be solicited for equipment for a multiuser group, or specific programmatic areas CMS wishes to enhance. Preference will be given to pilot projects that have good potential for developing a funding base from grant sources. Funded pilot projects must submit a summary final report at the end of the funding cycle. Investigators who have not complied with this requirement from previous years projects will not be considered for future funding.

Below is information about the procedures for submission of a proposal and application information.

I. Marine Science Research Pilot Projects

The effective date to begin The Marine Science Research Pilot Projects will be July 1, annually. Multidiscipline or Interdisciplinary proposals with a minimum of two faculty participants may be submitted. Proposals may include requests for one month salary for each investigator per summer and stipends for graduate students up to one full year (\$8,500 academic year & \$4,250 for summer). Graduate student stipends are limited to one stipend per investigator. Requests for supplies may also be included; but should not exceed \$3,000 per proposal.

II. Pilot Project Request Procedure

Faculty teams requesting funding for a Marine Science Pilot Project should submit a request to the Director of the Center for Marine Science Research by the deadline. The proposal request format is modeled after NSF procedures and should include: a) Project Summary; b) Project Description; c) References Cited; d) Biographical Sketches for each investigator; e) A separate budget page specifying salaries, travel, and supplies. The attached copy of the cover sheet should be completed and submitted with the request.

UNCW Center for Marine Science

Center for Marine Science Handbook

1. Project Summary should include a summary of the proposed activity that is a self-contained description of the activity that would result if the proposal is funded. It should be written in the third person and include a statement of objectives, methods to be employed and the potential impact of the project on advancing knowledge in Marine Science. All PI's should sign the proposal. One page
2. Project Description should be a clear statement of the work to be undertaken and should include objectives for the period of the proposed work and expected significance; relation to longer-term goals of the PI's project; and relation to the present state of knowledge in the field. The statement should outline the general plan of work, including the broad design of activities to be undertaken, and adequate description of experimental methods and procedures. The description should also include how the project will integrate a multi-investigator or interdisciplinary approach. **A budget request should be included indicating the summer salary for faculty, stipends for graduate assistants and any supplies requested.** Provide a budget justification for the requested graduate assistants and for supplies. No more than 5 pages.
3. References Cited should follow accepted practices in providing citations for source materials re
4. Biographical Sketches are limited to two pages each and are required for each faculty investigator. They should be in the form usually required by NSF and include : a) Vitae, listing professional and academic essentials and b) list of up to 5 publications most closely related to the proposed project and 5 other significant publications, including those accepted for publication. No more that 2 pages.

III. Criteria

Only multi-investigator proposals that are intra or interdisciplinary should be submitted. Projects should be pilot projects representing new ideas, new directions, program equipment or summer stipend for graduate students and will be evaluated based on: 1) the intrinsic merit of the project as documented in the request; 2) contribution to marine science interdisciplinary program area; 3) potential for publication; and 4) potential for generation of grant applications for extramural funding.

IV. Review Procedure

Projects will be reviewed using the NSF/NIH peer-reviewed system by the Internal Advisory Committee of the Center. All members will receive each proposal and have on average one month to review. Each proposal will be assigned a primary, secondary, and tertiary reviewer. Members will meet during a regularly-scheduled IAC meeting, and each proposal will be presented by the primary reviewer along with critique. Secondary reviewers will add new information, and tertiary reviewers will be asked for agreement. Each member of the IAC will score each proposal. Proposals will be ranked by score, and funded in the order in which they score. Program relevance or special niche

UNCW Center for Marine Science

Center for Marine Science Handbook

considerations may be made at the administrative level and on occasion may be pulled out of order and funded. In such cases the administration will explain the award to the Internal Advisory Committee. Awards may be modified (reduced) from request by review comments or availability of funds. Notice of award will normally take place within 10 days of review and ranking. Fiscal constraints may delay award notification or start of award.

Note: applicants are cautioned about consulting with any member of the IAC about their proposals during or after the review process.

UNCW Center for Marine Science

Center for Marine Science Handbook

MARINE SCIENCE RESEARCH PILOT PROJECTS CENTER FOR MARINE SCIENCE RESEARCH

COVER PAGE

Application for Marine Science Pilot Projects 2002-03

Please complete this cover page and attached it to your request for Pilot Project Support. The proposal should include: Cover Page; Project Summary(**one page**); Project Description including budget and justification (**5 pages Max**); References Cited; Biographical Sketches for each investigator(**2 pages each**). Follow the guidelines provided when completing each section. **Submit 8 copies of the proposal by January 25, 2002.**

Project Title _____

Faculty Investigators

Name

Department

1. _____
2. _____
3. _____
4. _____
5. _____

Project Dates _____

Summary of Request

of Faculty salary months _____ June _____ July

of Graduate Student Assistants _____ Summer _____ Fall _____ Spring

Supply funds requested _____

UNCW Center for Marine Science

Center for Marine Science Handbook

891 Undergraduate Student Support

Effective Date: 1/8/2002

Revision Date:

Undergraduate students are encouraged to participate in research at CMS, through directed independent studies, honor's projects or as paid assistants. Interested students should communicate directly with faculty with whom they are interested in working. A summary of CMS faculty's 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.

Stipends for undergraduate students in the summer or academic year are drawn from individual faculty's research funds. There are no dedicated academic year funds in the CMS budget for undergraduates. However, from time to time, CMS offers undergraduate summer stipends on a competitive basis. The amount of funds available, and the laboratories in which they are available varies each year. Programs to formalize summer support for undergraduates are under development and may be first viewed on the CMS website.

UNCW Center for Marine Science

Center for Marine Science Handbook

893 Graduate Student Support

Effective Date: 1/8/2002

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Graduate student support can be categorized into three areas: stipend and tuition support; research supplies; and office and computer support. The Associate Director for Education has final authority in all aspects of M.S. in Marine Science graduate student support allocated through the UNCW Graduate School, and should be consulted with any questions. (Graduate marine programs in the departments are administered through the departments). This support includes graduate teaching assistantships in marine science (GTAs) and tuition support. GTAs are usually awarded so students work in the subject area of their undergraduate major, and their responsibilities are assigned by the graduate coordinator in that department. Individual faculty 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. Because funding sources for student support vary, stipends also vary from student to student depending on availability of funds and source. All efforts are made to minimize tuition payments by students.

Support of research supplies is the responsibility of the student's thesis advisor. Research supplies typically are available from sponsored support or CMS Pilot Projects.

Graduate students in the Master of Science in Marine Science are afforded office space either at the Center for Marine Science Research, or on the South College campus if their research lab is located there. Students housed at the Center will be given space in one of four places: a communal office on each the first floor and second floor of the research wing (generally reserved for 2nd year students), the computer lab on the 1st floor of the research wing (generally for 1st year students), and desk modules in individual laboratories (subject to OSHA rules). MS students from graduate marine programs in the departments are also afforded office space at CMS, based on availability.

A computer laboratory with 10 modern computers is provided for student use. All data must be stored on zip or floppy disks. The computers each have "deepfreeze" TM installed, and automatically reboot at 2 a.m. each day and restore the start-up configuration. All data and new programs stored on hard disk are automatically erased. All UNCW students have access to these computers, with graduate students in all programs having preference. Computers are maintained by CMS Graphics and IT office personnel.

UNCW Center for Marine Science

Center for Marine Science Handbook

894 Ship and small Boat Use

Effective Date: 1/8/2002

Revision Date: 7/2/2002

A. Instructional Use Policy for the R/V Cape Fear

The Center for Marine Science makes available the R/V Cape Fear for classroom instructional use through support from the UNCW Division of Academic Affairs. Funds are available to support 12 days of ship time each year to use for classroom field trips on the R/V Cape Fear. Additionally, limited funds are available to cover the rental cost of the CTD and side scan sonar. The purpose of this program is to enhance the educational opportunities of both undergraduate and graduate students by providing hands on field experiences on an oceanographic research vessel. We anticipate allocating 6 days for the Fall Semester and 6 days for the Spring Semester and Summer School. If 6 days are not used during the fall, the excess days will be added to the days available for the Spring Semester and Summer School.

Instructors who wish to take advantage of this program may submit a request to James F. Merritt, Associate Director CMS on or before August 10 for the Fall Semester and on or before January 10 for the Spring Semester and Summer School. Should requests exceed available days, an ad-hoc committee will be called to review and prioritize requests.

The procedure for applying for instructional use of the R/V Cape Fear is listed below:

5. Fill out the R/V Cape Fear Class Use Request Form including all requested information. Obtain Department Chairs signature.
6. Submit the form on or before the appropriate deadline to James F. Merritt.
7. When approval for the day is received, coordinate scheduling the day with Captain Dan Aspenleiter.
8. If you have requested the use of oceanographic equipment, coordinate use with Dan Aspenleiter.
9. Upon completion of the oceanographic field trip on the R/V Cape Fear, send a brief report including; the class number and name, date and time of the trip, number of student participants, activities on board the ship, and the level of success of your educational objectives.

B. Research Use Policy for Ships and Boats

The Center operates a fleet of small boats which are available to UNCW faculty for research and instruction. The boat operation program operates 16 vessels ranging in size from 15 to 41 feet for research in the rivers, sounds and estuaries as well as offshore. Vessels are available for faculty and graduate student research projects as well as for class field trips. Additionally, the Center operates a 65 foot Research Vessel, The Cape Fear, that is used for ocean research and class instructions. The R/V Cape Fear is a receipt supported vessel; however, 12 days a year is set aside for instructional programs that are supported by the University.

UNCW Center for Marine Science

Center for Marine Science Handbook

Small Research Vessels

The CMS small research vessel fleet includes seventeen motorboats and two canoes (with paddles). The motorboats range from 16 feet to 41 feet . CMS also owns a large rigid hull inflatable (RHIB) with a 25Hp outboard engine which is dedicated to the Research Vessel Cape Fear to support diving operations. All boats are with the exception of the R/V Cape Fear have their own trailers. All boats are equipped with USCG recommended safety gear, GPS, depthsounder, and VHF radio. We also carry cellular phones for added safety.

Vessels over 20 feet length can operate offshore depending on the weather conditions, to a maximum distance of 35 nautical miles. One boat is located at the Key Largo facility to support scientific diving projects in the Keys.

Typical projects carried out on these vessels include: water sampling, bottom coring, marine mammal surveys, current profiling with ADCP current meter, small trawls for benthic sampling, scientific diving to collect live samples, small moorings deployment, and bottom surveys with divers and depth-sounder/recorder.

Area of operations include: freshwater/saltwater marshes, tidal creeks, the Cape Fear River System, the Intracoastal Waterway, and the Atlantic Ocean

Costs for use of these vessels varies by vessel and represents a reimbursement for direct costs.

For reservations and costs contact Captain Gerry Compeau.

R/V Cape Fear

The R/V Cape Fear is a fast, comfortable vessel available for research, training, and educational cruises in waters from near-shore to the continental slope. Based in Wilmington North Carolina, the Cape Fear operates either as a day boat, or for extended operations up to five days at a time. Operations are conducted from the Chesapeake Bay to the Gulf of Mexico.

The R/V Cape Fear has berthing for eight scientists and two crew for extended trips; larger groups, such as classes, can be accommodated for day cruises within twenty nautical miles of land. The vessel is equipped with DGPS, Loran, 72 mile radar, SSB and VHF radio colorscope fathometer and a cellular phone. The R/V Cape Fear is constructed of fiberglass and features six independent watertight compartments. The aft work area deck is six hundred square feet with a canopy covering 75% of the area. A water level dive platform provides easy and safe access to the water. A steering station on the aft work deck allows the vessel captain to maneuver the vessel to accommodate science operations. Hydraulic connections, an A frame, a winch and an onboard nitrox mixing station provide additional capabilities for scientific research projects.

Typical missions conducted aboard the R/V Cape Fear include diving operations, side scan and seismic surveys, ROV operations and oceanographic instrument deployment and retrieval.

UNCW Center for Marine Science

Center for Marine Science Handbook

R/V SEAHAWK

Rates effective 01/01/2002 *Rates are subject to change without notice.

\$ 500 - Standard daily charter rate for a full day charter (8 hours).

\$ 100 - For each extra hours over the 8 hours. Maximum allowed at sea is 10 hours total.

\$ 300 - Half day charter rate for up to 3 and one half hour dock to dock.

\$ 200 - Lay day rate (includes weather and other non-operational days when away from home port and any non-operational day caused by scientific party. (See Note 6)

\$ 100 - Service fee for the Captain working on a holiday or weekend day (as requested by the PI)

The Total Charter Cost will include the above rates and the cost of fuel used. See Note 7.

1. Since oceanographic research missions must be planned far in advance, and since the demand for vessel time, especially during the period from May through September, is high, a deposit of 25% of the estimated Total Charter Cost (charter rates plus fuel) is required to scheduled days on the R/V SEAHAWK. The Vessel Manager can provide an estimate of the total Charter Cost. Deposit checks should be made out to the University of North Carolina at Wilmington and sent to:

Vessel Manager, R/V SEAHAWK
Center for Marine Science
7205 Wrightsville Ave.
Wilmington, NC 28403

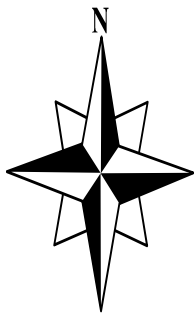
2. **UNCW must receive a purchase order at least 10 days prior to the beginning of the charter period.** The PO should be in the amount of the total estimated charges (based on the above rates), including fuel, less the deposit, for the number of days to be chartered (see note 7). In the event the PO is not received on time, the charter days may be offered to other users and the deposit forfeited. If scheduling conflicts cannot be resolved by other means, priority may be determined by which deposit is received first. Fees are subject to change without notice.
3. The Charter Period begins when vessel operations such as loading, departure, or other operations requiring crew to be present are SCHEDULED TO BEGIN by the Chartering Party. The Charter Period ends when the vessel returns to its slip and off-loading operations are completed. Vessel should be left in the same condition in which it was found. **Overnight cruises will need special authorization from the Operations Director.**
10. UNCW will bill the Chartering Party after completion of the scheduled charter. Invoices itemizing the costs of the charter will be provided. Full payment of the Charter Lease is required within thirty (30) days of receipt of the invoice.
5. Cancellation Policy: A scheduled mission may be canceled up to ten days prior to the

UNCW Center for Marine Science

Center for Marine Science Handbook

scheduled start of the mission. If the mission is canceled at least forty-five days in advance, 15% of the estimated Charter Cost will be refunded. Ten percent (10%) of the Charter Cost is non-refundable.

6. If the vessel is forced to have a non-operational day during a Charter Period, the chartering party will not be charged if the cause of the non-operational day is vessel related (ex. mechanical problems). However, if the cause of the non-operational day lies with the chartering party (ex. equipment problems), lay days will be billed at \$200/day.
7. Total cost for charter fees will be calculated using the above listed rates and the cost of fuel actually consumed. The Vessel Captain will gauge all fuel tanks (port, starboard, and generator) each day and record the levels in the fuel log. Expected fuel consumption at a cruising speed of 18 knots (under fair weather conditions) is 40 gallons per hour. Fuel consumption at idle speed (ex. survey work) is about 10 gallons per hour. These estimates include fuel for the generator. **Fuel consumption will increase sharply when the vessel is loaded with gear and people due to the light planing hull design which is very weight-sensitive.**
8. Expenses incurred when away from homeport (such as dockage, crew per diem, transportation, phone calls, etc.) will be charged to the Chartering Party.
9. On all charters, the *R/V SEAHAWK* Captain will operate all shipboard machinery. The chartering party will provide sufficient personnel for loading and unloading scientific equipment and supplies and for carrying out the planned project. Drinks, food, and snacks will be the responsibility of the chartering party for day trips .
10. ZERO TOLERANCE IS A CONDITION FOR CHARTER OF THE *R/V SEAHAWK*.



CONTACT: Alessandro Bocconcelli, phone:(910) 256-3721x201; fax:(910) 256-8856 ; bocconcellia@uncwil.edu

UNCW Center for Marine Science

Center for Marine Science Handbook

895 CMS Sponsored Travel

Effective Date: 1/17/2002

Revision Date:

The Center for Marine Science sponsors travel from time to time. Travel for scientific meetings and research are generally not considered for funding from CMS sources. CMS supports travel for Center scientists engaged in invited meetings to develop policy, for purposes of scientific advising to State and Federal agencies, and for specific focus programs of the Center for Marine Science.

Requests for support should be sent to the Director of the Center for Marine Science, together with a copy of the letter of invitation, an estimate of the costs of travel, and purpose of the trip. Requests will be evaluated as they are received and funded requests for travel will be coordinated through the Office of the Director.

UNCW Center for Marine Science

Center for Marine Science Handbook

896 Research Space Allocation

Effective Date: 1/8/2002

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Primary laboratory modules are 452 sq. ft in area, and most contain chemical benches, cabinets, chemical fume hood, and 110 and 220 v electrical outlets, and numerous RJ45 internet sites. Laboratories were designed to house two faculty each, but CMS will strive to maintain a "one faculty-one laboratory" model until necessary to assign otherwise.

There are 34 laboratory modules in the building. Three are assigned as visiting scientist laboratories and four are used for Core Facilities.

Each faculty member assigned space at CMS has an option for one laboratory modules. Up to one additional laboratory can be allocated based on need and availability. Specific laboratory allocation is determined by the Director and is made in consultation with the subject faculty member. Both academic and research faculty may request space in a primary research laboratory.

Space is reviewed for use on an annual basis. Apparent underutilization or abuse of space will be discussed with the faculty in that space to reach resolution.

UNCW Center for Marine Science

Center for Marine Science Handbook

897 Seawater Space Allocation

Effective Date: 1/8/2002

Revision Date:

Seawater space (both indoor and outdoor pad area) is allocated by the seawater committee. The committee is composed of all seawater users, and meets periodically to maintain the overall functioning of the seawater usage. A written request for seawater space is accepted at any time by the committee, and will be reviewed at its next regularly scheduled meeting.

The membership of this committee is available in the CMS administrative office.

UNCW Center for Marine Science

Center for Marine Science Handbook

898 Common Use Laboratories

Effective Date: 1/8/2002

Revision Date:

Common use laboratories include all laboratories in the research wing of the CMS that are not designated Primary Laboratories or Core Facilities. These 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 on the first floor for first floor common rooms, and one on the second floor for second floor rooms.

The committee membership for the first floor common use rooms include all faculty possessing Primary Laboratories on the first floor. Membership of the committee is available in the main administrative office of CMS.

The committee membership for the second floor common use rooms include all faculty possessing Primary Laboratories on the second floor. Membership of the committee is available in the main administrative office of CMS.

Each committee entertains applications to use any common use space on its floor. Requests will be reviewed at the next regularly scheduled committee meeting or by email consensus as appropriate. Common use rooms are reviewed annually by the committees and report their findings to the Associate Director for Research.

UNCW Center for Marine Science

Center for Marine Science Handbook

899 Core Facilities Use

Effective Date: 1/8/2002

Revision Date:

Core facilities at CMS currently include Harmful Algal Bloom Cultivation, Nutrient Analysis, Analytical Chemistry, Spectroscopy, and DNA Sequencing. Each Core Facility is supervised by a faculty member. A current list of faculty in charge of Core Facilities is available from the Office of the Director. Core Facilities faculty leaders are appointed by the Director.

Core facilities are developed to address research support needs of groups of faculty. Each Core Facility is charged with providing equipment, research expertise, and from time to time technical staff support to assist or train individual laboratory personnel from other laboratories in utilization.

Application for use of Core Facilities will consult with the faculty member in charge of the facility. By mutual agreement, and an understanding of the associated costs (supplies, glassware, etc) in the requested core use, faculty and or research staff and students will be trained in the appropriate use of the facility. Alternatively, with specialized equipment or materials, the Core Facility may at its option handle the requested use by assigning trained personnel to the project.

Each Core Facility will develop a list of services offered, costs associated with each service, and schedule of execution of submitted requests. Costs, where necessary, are handled by internal transfer of funds paperwork.

UNCW Center for Marine Science

Center for Marine Science Handbook

990 Internal Advisory Committee

Effective Date: 1/8/2002

Revision Date:

The Internal Advisory Committee is responsible for day-to-day operation of Center Cores, of communicating problems or direction to the Director of CMS, and for recommending mechanisms for maximizing efficiency of operation and use of funds. The IAC also has direct input into seminar programs, pilot project review, journal club topics, and monthly faculty meetings. They make recommendations to the director. The IAC meets monthly, more often if necessary. Written minutes are kept by the Assistant to the Director for Special Programs and are kept on file as well as distributed to the faculty as a whole.

The membership of the IAC is:

Director of CMS, serves as Chair of the IAC
Associate Director for Research
Associate Director for Education
Chair of Biological Sciences
Chair of Chemistry
Chair of Earth Sciences
Chair of Physics and Physical Oceanography
2 on-site marine sciences faculty
2 off-site marine sciences faculty
Environmental Sciences Director
Office of Academic Affairs, *ex officio*
Office of the Dean of Arts and Sciences, *ex officio*
Assistant Director for Special Projects, *ex officio*

Mechanism for membership on the IAC:

- 1) as a member of the CMS administrative team
- 2) as a Chair of a department with participating faculty
- 3) as a representative from Academic Affairs or CAS
- 4) as an elected representative of the faculty.

The latter category is a 2 year term of office, in alternate years one on-site and one off-site faculty member is elected. Faculty are nominated and elected by majority vote at the first faculty meeting of the Fall semester.

Other members are identified by position title as indicated above.

Faculty have input into the committee through their respective Chairs, through the 4 elected faculty colleagues, or through the CMS administration.

UNCW Center for Marine Science

Center for Marine Science Handbook

991 Standing Committees

Effective Date: 1/8/2002

Revision Date:

The Center for Marine Science enjoys multiple advisory and operating committees to ensure faculty input and smooth operation. All committees are composed of interested faculty, who serve on an annual basis for no compensation. Committees select their own chair. Chairs serve on an annual basis, with turnover occurring in May of each calendar year.

1. Running Seawater Committee

composition: All seawater users
chair: Initial appointment by Director, by committee annually in 2002
duration of membership: Determined by use of seawater by individual member
responsibilities: Assignment of wet space inside or outside, review and approval of requests for new users or more space for present user, review and recommendation of seawater system enhancements and/or modifications, stewardship for the maintenance of running seawater functions.
reporting authority: findings and minutes of meetings/actions provided to Associate Director for Research.

2. First Floor Common Use Rooms Committee

composition: All first floor Primary Laboratory faculty
chair: Initial appointment by Director, by committee annually in 2002
duration of membership: Determined by residency in Primary Laboratory on first floor.
responsibilities: review requests and approve use of common use rooms on first floor, periodic review of common room uses, review uses of controlled environment rooms, oversee maintenance issues related to common laboratory use and alerts administration to deficiencies/renovations, control of communal student office pursuant to policies on student offices contained in this handbook, review and oversight of computer laboratory, other common room issues as they arise.
reporting authority: findings and minutes of meetings/actions provided to Associate Director for Research.

3. Second Floor Common Use Rooms Committee

composition: All second floor Primary Laboratory faculty
chair: Initial appointment by Director, by committee annually in 2002
duration of membership: Determined by residency in Primary Laboratory on second floor.
responsibilities: review requests and approve use of common use rooms on second floor, periodic review of common room uses, review uses of controlled environment rooms, oversee maintenance issues related to common laboratory use and alerts administration to deficiencies or renovations, control of communal student office pursuant to policies on student offices contained in this handbook, review and oversight of greenhouse, radioisotope rooms, other common room issues as they arise.
reporting authority: findings and minutes of meetings/actions provided to Associate Director for Research.

4. Building and Ground Committee

composition: Four resident faculty/staff at CMS, as nominated/volunteered from the faculty.
chair: elected by and from the committee membership

UNCW Center for Marine Science

Center for Marine Science Handbook

duration of membership: Annual nomination/or volunteer.

responsibilities: periodic review of building and/or grounds issues that affect the appearance or general work environment of CMS, notification to office of the director of deficiencies in appearance or work environment and suggested remedies, suggestions for campus beautification, artwork, landscaping, or other items that may enhance the area.

reporting authority: reports to the office of the director.

5. Field Gear Storage Committee

composition: Faculty who have need for field gear storage sit on the committee, volunteer.

chair: elected from amongst the members

duration of membership: for duration of individual need for gear storage

responsibilities: develops and implements procedures for the equitable storage of field equipment in the inside storage room and in the covered and uncovered fenced-in storage outside.

Wheeled security cages are available and are assigned based on need. Written requests for space are considered as received.

reporting authority: reports to the office of the Associate Director for Research

6. Research Laboratory Committee

composition: Director, Associate Directors for Research and Education, financial officer for CMS

chair: Director

duration of membership: duration as by title of position

responsibilities: responsible for assigning primary laboratory space based on need, proposed use, extramural support, and alignment with marine science activities.

reporting authority: serves at the pleasure of the Director

7. Visiting Scientist Space Committee

composition: Associate Director for Research, 4 appointed faculty

chair: Associate Director for Research

duration of membership: appointed faculty annual, Associate Director by title

responsibilities: responsible for developing procedures to permit visiting scientists access to laboratories and facilities, services and collaboration available at CMS, assessing need and duration of use, and alignment with mission of CMS.

reporting authority: Director CMS

8. Core Facilities Committee

composition: Director, Associate Director for Research, core leaders of HAB cultivation, Nutrient Analysis, Spectroscopy and Analytical Chemistry, DNA Sequencing, and Ship Operations.

chair: Director CMS

duration of membership: by title and responsibility

responsibilities: ensure efficient operation of core resources for all scientists to use, suggest new cores that could be developed to augment research programs, recommend dissolution of core resources that are not functional or used, maintain data bases of core use, discussion and implementation of mechanisms to optimize core use, resource allocation for core resources.

reporting authority: Director CMS.

9. Small Boat Committee

composition: All users of small boats, Director of Operations

chair: appointed by Director initially, elected from constituents members each May

UNCW Center for Marine Science

Center for Marine Science Handbook

beginning in 2002

duration of membership: as dictated by use of small boats

responsibilities: ensure efficient and fair utilization of small boats, recommend to Director of Operations any repairs, suggested modifications in maintenance procedures, recommend addition or removal of individual small boats from the fleet, other relevant issues.

UNCW Center for Marine Science

Center for Marine Science Handbook

992 External Advisory Committee

Effective Date: 1/8/2002

Revision Date:

The EAC is responsible for assisting the maturation of the Center. The Chair of the EAC is selected from amongst the EAC by the membership. Review of Center activities is accomplished through annual meetings of the EAC, where they review written and oral presentations by Center Investigators. In addition, the EAC assists the Center by evaluating its role within the entire marine science community. This is accomplished by a combination of suggesting or assisting in establishing new research themes, and by recommending addition or dissolution of core resources. The EAC provides written comments following annual meetings. All Core decisions are communicated to the Director, who in turn confers with the IAC and university administration prior to making any modifications. The EAC will not be used for formal review of pilot projects other than at the annual meetings and in summary form.

Present members (as of 2/01)

Karen Steidinger, Florida Marine Research Institute, specialist in HAB taxonomy

Debra Cory-Sleeta, University of Rochester NIEHS Center Director and former Dean for Research

Michael Gallo, Rutgers University former Dean for Research, Center Director at UMDNJ.

Sara Chasis, Natural Resources Defense Fund Attorney

Jack Fell, University of Miami RSMAS marine scientist.

UNCW Center for Marine Science

Center for Marine Science Handbook

993 Faculty At-Large Committee of the Whole

Effective Date: 1/8/2002

Revision Date:

Marine Sciences faculty are members of the Faculty At-Large Committee of the Whole, and interact as a group in monthly seminars, receptions, and monthly faculty meetings. Agendas for monthly faculty meetings are drawn from solicitation from FALCOW, and are assembled into an agenda of information and discussion items. Minutes are taken by the Assistant Director for Special Projects and provided to the FALCOW on a timely basis.

This committee is responsible for continual attention to the five year plan, for reviewing as observing monthly standing committee reports, to carrying out committee work as appropriate and assigned, to maintain research and education programs of the highest quality, and to recommend to the IAC and the Director directions that would provide a synergistic advantage to programs and undertakings at CMS.

This committee nominates and elected four members to the IAC, 2 annually, and maintains vigilance that the IAC is promoting and developing Center activities for the good of the overall programs. The committee confers often with respective chairs, and individually or collectively provides needed input into decision-making processes.

UNCW Center for Marine Science

Center for Marine Science Handbook

994 Marine Science Faculty

Effective Date: 3/1/2002

Revision Date:

Any academic or research faculty member at UNCW whose research or teaching is in a marine science area is eligible to become a member of the Center for Marine Science. Applications are accepted at any time during the academic year. Applications shall include a curriculum vitae in standard UNCW format and a statement of interest in being considered for Center membership.

Applications are compiled by the Office of the Director and are reviewed by the Internal Advisory committee at their next monthly meeting. Membership shall be established by presentation of the application by the Director, discussion by the members of the IAC, and vote by hand. A simple majority of members voting affirmative shall be required for membership.

Marine Science faculty will be polled annually and asked to reaffirm their membership.

UNCW Center for Marine Science

Center for Marine Science Handbook

Index

(Policy number shown in brackets)

<u>Reference Item</u>	<u>Page No.</u>
CMS SPONSORED TRAVEL [895]	11
COMMON USE LABORATORIES [898]	14
CORE FACILITIES USE [899]	15
EMPLOYEE WELCOME MESSAGE [020]	i
EMPLOYMENT-AT-WILL see Introductory Statement [040]	
EXTERNAL ADVISORY COMMITTEE [992]	20
FACULTY AT-LARGE COMMITTEE OF THE WHOLE [993]	21
GRADUATE STUDENT SUPPORT [893]	6
HISTORY OF ORGANIZATION see Organization Description [030]	
INTERNAL ADVISORY COMMITTEE [990]	16
INTRODUCTORY STATEMENT [040]	v
MARINE SCIENCE FACULTY [994]	22
ORGANIZATION DESCRIPTION [030]	ii
ORGANIZATIONAL GOALS see Organization Description [030]	
PILOT PROJECTS [890]	1
RESEARCH SPACE ALLOCATION [896]	12
SEAWATER SPACE ALLOCATION [897]	13
SHIP AND SMALL BOAT USE [894]	7
STANDING COMMITTEES [991]	17
TITLE PAGE [010]	
UNDERGRADUATE STUDENT SUPPORT [891]	5