

# AIChE Projects Use of Space Contract

American Institute of Chemical Engineers (AIChE)  
Projects at University of California, San Diego

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## Definitions

### 1. Vocabulary

- (a) Henceforth, the following may be referred to in the following manner:
  - i. The University of California, San Diego as UCSD
  - ii. American Institute of Chemical Engineers as AIChE
  - iii. Project Manager as PM
  - iv. Principal Investigator as PI
  - v. Industry Advisor as IA
  - vi. Faculty Advisor as FA
  - vii. Environmental, Health and Safety as EH&S
  - viii. Space Administrator as Administrator

### 2. Projects Program

- (a) The AIChE Projects Program is a division within the American Institute of Chemical Engineers (AIChE) student organization at UC San Diego, where students are able to design experiments and conduct testing based on research problems of their interest.

### 3. Projects Leadership

- (a) Projects Leadership, also referred to as “Leadership” within AIChE Projects, is the governing body of the entire AIChE Projects Program. The members of this group are the Projects Program Director, Assistant Program Director, Projects Program Manager, Assistant Program Manager, Projects Research Coordinator, and Assistant Research Coordinator.

### 4. Project Team

- (a) The Project Team is a group of students under AIChE’s Projects Program.

- (b) Within AICHE, the Project Team is led by the Project Manager, and is overseen by the Program Director, Program Manager, Research Coordinator, Assistant Program Director, Assistant Program Manager, and Assistant Research Coordinator.

5. Project Manager

- (a) The Project Manager (PM) is an undergraduate student who heads the Project Team.
- (b) Responsibilities include conducting team meetings, keeping team members accountable for reaching quarterly team goals, creating team chats with team members and members of the leadership team, seeking out funding sources and advisors for respective team, and interviewing and selecting members during the application and interview phases.
- (c) In addition to the above mentioned responsibilities, they are also responsible for attempting to coordinate with as well as keeping the Leadership Committee updated on the status of their team.
- (d) Every team shall have either one or two PMs

6. Project Team Member

- (a) A Project Team Member is any active contributor to the Project Team within a projects program.
- (b) All Project Team Members must be registered undergraduates at the University of California, San Diego.
- (c) Responsibilities include contributing to their respective projects in a technical and administrative role.

7. AICHE Projects Program Director

- (a) The AICHE Projects Program Director oversees the Projects Program.
- (b) The AICHE Projects Program Director is in charge of the Leadership Committee.
- (c) Responsibilities of the AICHE Projects Program Director include monitoring Project Manager and Leadership team to ensure that everyone is meeting their responsibilities, creating events for Project Teams to present their research and progress, seeking out funding sources for the program, and creating presentations for events and professional workshops.

8. AICHE Projects Assistant Program Director

- (a) The AICHE Projects Assistant Program Director aids in overseeing the AICHE Projects Program.

- (b) The AIChE Projects Assistant Program Director is a member of the AIChE Leadership Committee.
  - (c) Responsibilities of the AIChE Projects Assistant Program Director include incrementally taking over Directorial duties with the guidance of the Projects Program Director, shadowing the Projects Program Director's activities throughout the school year, and assisting in creating presentations, resume critiques, and job advice.
9. AIChE Projects Program Manager
- (a) The AIChE Projects Program Manager oversees the projects to ensure that they are running smoothly.
  - (b) The AIChE Projects Program Manager is a member of the AIChE Leadership Committee.
  - (c) Responsibilities of the AIChE Projects Program Manager include evaluating the progress of the teams, monitoring and intervening in team chats when necessary, making sure that GANTT timelines for each team are met, making sure that teams are updating project proposals, and updating the Leadership Committee on the progress done by the teams they manage.
10. AIChE Projects Assistant Program Manager
- (a) The AIChE Projects Assistant Program Manager aids in the overseeing of the projects and team progress.
  - (b) The AIChE Projects Assistant Program Manager is a member of the Leadership Committee.
  - (c) Responsibilities of the AIChE Projects Assistant Program Manager include incrementally taking over managerial duties with the guidance of the Projects Program Manager, shadowing the Project Program Manager, assisting the Project Program Manager with issuing feedback for the teams' performance, and taking meeting notes during the leadership meeting.
11. AIChE Projects Research Coordinator
- (a) The AIChE Projects Research Coordinator acts as a technical and financial assistant to all of the teams.
  - (b) The AIChE Projects Research Coordinator is a member of the Leadership Committee.
  - (c) Responsibilities of the AIChE Projects Research Coordinator include acting as a technical advisor to the Project Teams, assisting the Project Teams in acquiring funding and resources, cultivating a physical and virtual bookshelf for the use of project teams, and securing work space for their work.

12. AICHe Projects Assistant Research Coordinator

- (a) The AICHe Projects Assistant Research Coordinator aids the AICHe Projects Research Coordinator in technically and financially assisting AICHe based Project Teams.
- (b) The AICHe Projects Assistant Research Coordinator is a member of the Leadership Committee.
- (c) Responsibilities of the AICHe Projects Research Coordinator include building a strong foundational knowledge of the information and concepts used in all of the project teams, shadowing the Research Coordinator and assisting them in their tasks to optimize the function of all of the project teams.

13. Principal Investigator

- (a) The Principal Investigator (PI) is the holder of an independent grant administered by a university and the lead researcher for the grant project, usually in the sciences, such as a laboratory study or a clinical trial; the head of a given research group.
- (b) The PI must be employed at UCSD as an Assistant Professor, Adjunct Professor, Associate Professor, Tenured Professor, or Professor Emeritus.

14. Faculty Advisor

- (a) The Faculty Advisor (FA) is the Principal Investigator of a faculty research group who will volunteer their time and resources to assist the Team in their project.

15. Industrial Advisor

- (a) The Industrial Advisor (IA) is a representative of a company who will volunteer their time and resources to assist the Team in their project.
- (b) The IA must have consent from their departmental leadership of the company to allow the team to work in the space.
- (c) Ideally, the IA should have significant autonomy and expertise in the fields in which the Project Team is interested.

16. Space Administrator

- (a) Space Administrator, henceforth called administrator, is the overseer of a workspace who will volunteer their workspace for the use of a project team.

## Project Team Requirements

1. Safety training
  - (a) All Project Team members are required to be certified in the following:
    - i. New Laboratory Worker Checklist
    - ii. UC Laboratory Safety Fundamentals
    - iii. Laboratory Safety Refresher
    - iv. Annual Laboratory Hazards Training
    - v. Any use-specific training as specified by the Advisor, Project Lead, the UCSD EHS office, state or federal law
  - (b) Laboratory Safety Training Paperwork must be filled out by every team member.
  - (c) Failure to do so will result in omission from all in-lab activity.
2. Follow the Rules of the Host Lab
  - (a) Project Team Members must follow all rules of the host lab and be well versed in said rules before conducting research and project related work.
  - (b) Once they initiate work, they are responsible for staying updated on changes to the rules of the host lab.
3. Consent for Use
  - (a) Project Team Members must acquire consent in writing for all machinery and materials owned by the lab prior to use.
4. Working Alone
  - (a) No member of the Project Team is allowed to be in the provided lab space unless the Advisor, a specialist, a postdoctoral scholar, and/or a graduate student is present. Any lab space under the jurisdiction of an Advisor must have a member of the Advisor's research group present to oversee the work and conduct of the Project Team.
    - i. An exception shall be made for classrooms used for dry-lab work. Classrooms that are designated for undergraduate dry-lab work need not have a supervisor from the host lab.
5. Separate Funding
  - (a) The Project Team must apply for their own funding to purchase resources to use in the Advisor's lab space.
  - (b) The Advisor must consent to making the purchases as needed for the project, and will be reimbursed accordingly by the team's funding.

- (c) The Project Team is allowed to obtain and use funding and resources from the Advisor, but only by said Advisor's express consent in writing.
6. Hours of Use
- (a) The Project Team can only work in a given workspace within its operating hours. Out of hours operations require obtaining keys to the space, which can only be carried by:
    - i. AIChE Projects Research Coordinator
    - ii. AIChE Projects Project Managers
7. Storage
- (a) The Project Team must seek consent from the Advisor to store project team items in the host lab
8. Intellectual Property
- (a) Should something be invented by the team, the intellectual property will belong to all members of the Project Team.
  - (b) Intellectual property can be given and taken upon agreement with the Project Manager(s), and AIChE Projects Leadership.
  - (c) In using University Resources, the university will be allowed to take a percentage of any profits made as dictated by any contracts signed with the university as a condition of using said resources.
9. Documentation
- (a) The Project Team must keep and maintain a folder with the following included
    - i. Material Safety Data Sheets
    - ii. List of all project team members and their emergency contact info
    - iii. Any Advisor's emergency contact info
    - iv. Notices of Acceptance for Funding
    - v. Itemized list of purchases
    - vi. Consent agreements for usage of machinery and/or materials
    - vii. All Legal Agreements, including this agreement
10. Right of Termination
- (a) The Project Team is allowed to end the working relationship with the Principal Investigator under any of the following conditions:
    - i. The team finds the Principal Investigator to be unavailable or uninvolved with the team.

- ii. Team members are uncomfortable with the nature of the Advisor's work environment (This includes, but is not limited to sexual harassment, discrimination based on race, gender, religion, or sexual orientation).
- iii. The Principal Investigator is under investigation for violation of academic, professional, scientific, or ethical conduct.

## Administrator Requirements

1. Provision of Lab Space
  - (a) It is the responsibility of the Principal Investigator to provide work space and storage space for the Project Team in their lab.
2. In Lab Liability
  - (a) In the event of any form of injury caused by lab equipment, materials, or experiments, the FA will assume liability for damages.
3. Intellectual Property
  - (a) Anything invented in the FA's lab space is not owned by any members of the lab.
  - (b) The FA's lab will have the right to use the Project Team's inventions in their lab space so long as it was invented in their space, using their resources.
4. Right of Termination
  - (a) The FA is allowed to end the working relationship with the Project Team under any of the following conditions:
    - i. The team does not follow the proper protocols of the lab.
    - ii. The team interferes with and/or disrupts research projects conducted by the FA's research group.
    - iii. Any lab personnel finds the team's presence to interfere with regular laboratory function
    - iv. Lab members are uncomfortable with the nature of the Project Team's work environment (This includes, but is not limited to sexual harassment, discrimination based on race, gender, religion, or sexual orientation).

## Names & Signatures, Where Applicable

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Project Manager Name

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Project Manager Signature

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Date

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Space Administrator Name

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Space Administrator Signature

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Date