Minimum Requirements of MA2JIC Participants

1. Timely submit every year the complete information required to complete NSF and the center reports. Including:
   a. Students supported
   b. Presentations given at conferences
   c. Journal papers published
   d. IP protected information (Disclosures, patents, etc)
   e. Awards by PI, Co-PIs and students

2. Keep the Project shared folder (MS. TEAMS) updated with:
   a. All material used on regular (monthly) project meetings, including slides and recorded meetings.
   b. The materials produced for the center biannual meetings
      i. Poster
      ii. Presentation if asked to present
      iii. Quad chart
   c. All publications and presentation on conferences or final exams
   d. Project Reports
      i. Intermediate reports (if prepared)
      ii. Final report or graduate student thesis/dissertation

3. Keep the center administration updated on the students (UG and graduate) and postdocs appointed and working for the ma2jic sponsored projects.

4. Timely prepare and provide to the center administration the materials required for each biannual meeting for each current project:
   a. Poster
   b. Presentation if selected to present
   c. Quad chart

5. Actively participate on the center biannual meetings, as follows:
   a. Each funded PI must attend both biannual center meetings per year and at least 1 attendance must be in person.
      i. Special exceptions will be granted on a case-by-case basis by the PI’s site director and the center director (i.e. health, family related issues & professional conflicts).
      ii. PIs and students from international sites (based outside U.S.) could receive an exemption, but must participate on center biannual meetings in-person, at least every two years.
      iii. Each current project must have at least one (1) active and funded team member (PI, Co-PI, Postdoc or Graduate student) present in-person on every biannual meeting & to present & answer questions about Ma2JIC project poster.

6. IAB meeting Presentation Expectations for Students
   a. Prerecorded students presentations will not be scheduled or have time allocated on biannual meetings, however they could be made available on the center repository.
b. If a center student or researcher has been selected to give a presentation and cannot present, give early notification (>4 weeks prior to the first day of meeting) to the center administration to enable the proper meeting agenda re-organization.

c. Projects final presentations must be, 1st option delivered in person, 2nd option live-virtual (As noted above, pre--recorded presentations will not be included on the biannual center meetings agendas)

d. Mid-project presentations, 1st option delivered in person. If not available, another student will be invited to present. In case this is the result of a short-notice cancelation, the student/researcher may opt to do a short presentation using her/his poster.

e. The PI that has two (2) consecutive no-show and/or late (less than 4 weeks before the date of the biannual meeting start) cancellation notification will need to wait 12 months to be eligible again to submit new research proposals to the center as PI or Co-PI.