ARISE HANDBOOK

For faculty, staff, and students in the ARISE program, a Kansas NSF EPSCoR statewide initiative

Version 2: May 2024

Table of Contents

1. ABOUT ARISE

Welcome to the ARISE team! This research team seeks to do quality science while also supporting each team member's learning and professional growth. This document provides a framework for how we will work together as a team.

Context

ARISE is a major investment in Kansas by the U.S. National Science Foundation Established Program to Stimulate Competitive Research (NSF EPSCoR RII Track-1 Award #2148878). The ARISE acronym stands for "Adaptive and Resilient Infrastructures driven by Social Equity."

This statewide initiative seeks to advance the resilience of infrastructures that all Kansans depend on—such as water, energy, and transportation systems—by creating tools that ensure support for our most vulnerable communities in both rural and urban areas. The project will also create a pipeline of community leaders and decision-makers who will transform how a community invests in and manages its human and physical infrastructure.

Learn more at the project website: **arisekansas.org**

Funding background

This 5-year project is directed by Kansas NSF EPSCoR with funding from both the state and the National Science Foundation. EPSCoR fulfills NSF's mandate to increase funding in traditionally underfunded states. Learn more:
beta.nsf.gov/funding/initiatives/epscor
beta.nsf.gov/science-matters/nsf-101-geographic-diversity-through-epscor

ARISE Vision

ARISE envisions building research capacity in Kansas by creating a new social equity-driven paradigm for resilience analysis that will transform how communities invest in, and manage, human and physical infrastructure, through a pipeline of community leaders and decision-makers.

ARISE Mission

> Our mission is to determine how infrastructure resilience intersects with social equity and how human capacity, physical infrastructure, and policy levers can be designed to achieve socially equitable outcomes that collectively improve policy decisions and community resilience.

Project Structure and Themes
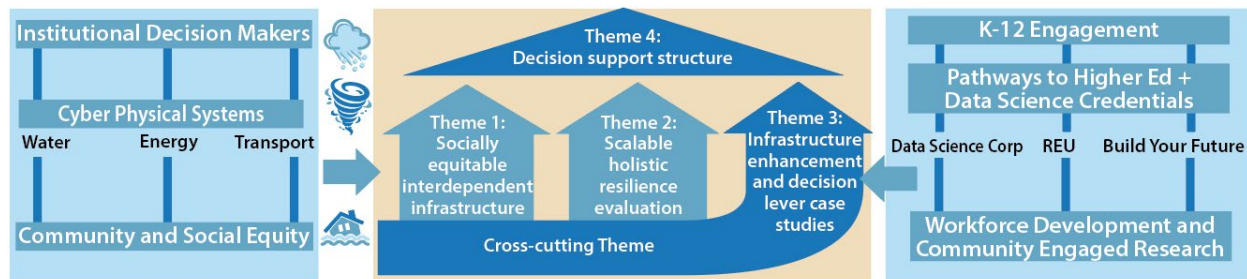
2. PARTICIPANTS

The ARISE project is led by:

- **Belinda Sturm** (she), Professor, ARISE Director, Civil, Environmental & Architectural Engineering, University of Kansas, Principal Investigator (PI)
- **Bala Natarajan** (he), Professor, Electrical and Computer Engineering, Kansas State University; Co-PI and Theme 2 Co-Lead
- **Elaina Sutley** (she), Associate Professor, Associate Dean of Diversity School of Engineering, Civil, Environmental & Architectural Engineering, University of Kansas; Co-PI and Theme 4 Co-Lead

There are more than 75 participants on the project, spanning several universities and colleges in Kansas, along with dozens of community partners. For list, see:

- Online: https://nsfepscor.ku.edu/arise-researchers/
- On Teams: Contact List

3. EXPECTATIONS

Responsibilities of Project Director and Management Team

- Ensure that program activities (research, mentoring, assessments, workforce development, etc.) are initiated in a timely manner and progress on track for annual renewal of funding as per the terms of the NSF Cooperative Agreement.
- Provide strategic leadership by bringing unique opportunities for funding and collaborations to all faculty members, especially junior faculty.
- Ensure that junior faculty (assistant and associate professors) and postdoctoral research associates benefit from mentoring with senior faculty.
- Ensures that the program informs and engages key audiences, including legislators, state leaders, external evaluators, and university leaders.
- Report to federal, state, and key interested parties.

Responsibilities of Theme (1-4) Leaders

- Coordinate research activities ethically with collaborating researchers within/across themes, following your university's policies for responsible conduct of research.
- Ensure that collaborations and productivity measures (especially interinstitutional journal publications, meeting presentations and research proposals) are being encouraged and met.
- Prepare/disseminate agenda of presentations/presenters for periodic progress report meetings.
- Communicate with Management Team and Education Director content relevant for wider distribution via newsletters, social media, website, etc.
- Promote diversity, equity, and inclusion throughout the project.
- Contribute to annual reporting and evaluation inquiries.
- Ensure new participants get onboarded.

Responsibilities of Education, Outreach, Diversity, and Workforce Development Leaders

- Coordinate professional development for students and early-career faculty.

- Incorporate diversity, equity, inclusion and belonging in all program activities, including recruitment of students and postdocs.
- Prepare/disseminate agenda of presentations/presenters for periodic progress report meetings.
- Communicate with Management Team and Education Director content relevant for wider distribution via newsletters, social media, website, etc.
- Contribute to annual reporting and evaluation inquiries.
- Ensure new participants get onboarded.

Responsibilities of Faculty Research Partners
- Coordinate research ethically with members of your group (e.g., students, postdocs), following your university's policies for responsible conduct of research.
- Ensure that collaborations and productivity measures (especially interinstitutional journal publications, meeting presentations and research proposals) are being encouraged and met.
- Prepare and present results for periodic statewide meetings.
- Communicate with Management Team and Education Director content relevant for wider distribution via newsletters, social media, website, etc.
- Promote diversity, equity, and inclusion with your lab group.
- Contribute to annual reporting and evaluation inquiries.
- Ensure new participants get onboarded.

Responsibilities of Students & Postdoctoral Researchers
- Conduct experiments ethically, following your university's policies for responsible conduct of research.
- Collect/manage data, adhering to ARISE data management policies (link requires login).
- Support and train new students/undergraduates.
- Read articles to stay on top of the field.
- Present results at periodic statewide meetings.
- Communicate with faculty mentors and Education Director content relevant for wider distribution via newsletters, social media, website, etc.
- Foster a culture of inclusion and belonging within your group.
- Contribute to annual reporting and evaluation inquiries.

Responsibilities for Community Engagement

- Conduct participatory activities ethically.
- Adhere to data management policies.
- Document your engagement activities weekly in the Community Check Box (myctb.org).
- Communicate in a way that resonates with the audience, following best practices like the Seven Core Principals for Public Engagement:[1] i) careful planning; ii) include diverse voices; iii) encourage collaboration; iv) promote listening and learning; v) be clear and open about the process; vi) have impact and action with each participatory effort; and vii) sustain engagement and offer ongoing support.

Expectations for all when sharing your work with the group

You are expected to attend and be willing to present your research and educational activities at ARISE meetings and symposia. When preparing slides, remember to:

- Include project goals.
- Define key terms for audience (speak simply for interdisciplinary understanding).
- Highlight progress made overtime.
- List anticipated publications, co-authors.
- Use the ARISE PowerPoint template found on Teams (in General channel).

Some general reminders for all team members

Be Safe— follow all rules to ensure safety of team members.

Be Prepared—read research papers, contribute ideas to the project.

Be Proactive— seek help from your teammates if you are having troubles or concerns, work-related or not. When conflicts arise, make meaningful changes. It is better to address problems earlier than later.

Be Patient—research is hard, be understanding and respectful with each other.

Be Present—be readily available for your teammates to approach, seek advice, and ask questions.

Be Positive—have a positive attitude in the laboratory and give each other positive feedback on their work.

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[1] Adapted from: https://organizingengagement.org/models/core-principles-for-public-engagement/

4. DIVERSITY, EQUITY, & INCLUSION

Our commitment

The ARISE initiative is committed to fostering diversity, equity, and inclusion practices in all program activities. ARISE researchers are expected to strive to create a culture of fairness, respect, and belonging.

As part of the ARISE project, you can expect to work with people from a range of educational and cultural backgrounds. This diversity enriches learning and innovation.

Help us create an inclusive learning space where everyone feels valued and appreciated.

Important practices to foster a culture of inclusion

- invite people to speak at meetings who have not spoken or feel shy to speak
- communicate respectfully, without interrupting
- listen when others talk
- show an interest in others
- acknowledge each other's contributions
- say thank you

Safe & Inclusive Field Work

The ARISE project is committed to fostering safe and inclusive environments on all campuses, field sites and anywhere ARISE research and education are conducted.

- KU resources and customizable templates: https://research.ku.edu/safe-inclusive-fieldwork
- K-State resources: https://www.k-state.edu/research/faculty/documents/code-of-conduct-and-safe-and-inclusive-working-environment-program-statement.pdf

Onboarding New Members to the Team

New additions to ARISE are required to complete the **onboarding process**, which starts by submitting this [online form](#).

Submitting this form triggers a series of actions. It prompts new members to read this handbook and complete required training modules (see Section 5). It also ensures new members are added to communications and reporting efforts.

These actions help ensure all members of the ARISE team are informed about our practices, understand expectations, and feel welcome to the team.

Current team members should remind new members to complete the onboarding form.

Offboarding

When researchers leave the team, notify our office by emailing nsfepscor@ku.edu with the following information:

- Name
- Permanent email address
- Date person left the project
- Reason for leaving

*Note: departing individuals must provide information for the annual report, so it is essential that we have email contacts for them.

5. COMPLIANCE

There are aspects of the ARISE project that require special training and attention. All ARISE team members have a responsibility to comply in the following areas:
1. Human subjects training to comply with federal requirements.
2. Training for engaging communities in research.
3. Non-disclosure and data use agreements for protecting sensitive data.

Human Subjects Training

All researchers of the core ARISE team are required to complete the Human Subjects tutorial. That includes faculty, postdocs, research staff, graduate students, and undergraduate students working on Themes 1-4.

Please complete the training as directed by your university:

- Kansas State University: https://www.k-state.edu/comply/irb/training/
- University of Kansas: https://research.ku.edu/human-subjects-training
- Wichita State Univ.: https://www.wichita.edu/research/Compliance/CITI.php

Send your certificate of training within two weeks of your start date by email to Claudia Bode, bode@ku.edu.

*Seed grant winners (e.g., First Awardees, REI Awardees) - are only required to complete this training if they become involved in the core ARISE research.

NOTE: These tutorials must be completed every three years with a score of >80% each time.

IMPORTANT NOTE: Completing this training does not mean that you are approved to do human subjects research on this project. YOU MUST BE ADDED TO THE PROTOCOL for IRB (institutional review board) approval.

To summarize, anyone using survey data, interview data, focus group data, and community studio data—and any derivative products—must first be added to the IRB protocol. To view protocol, see ARISE Teams IRB channel.

For questions, contact Doug Byers at dbyers@ku.edu.

Training for Community Engaged Research (CEnR)

All participants funded by ARISE are required to complete the introduction to CEnR tutorial. This includes all faculty mentors, postdoctoral research associates, graduate students, and undergraduates.

Why is this training required? CEnR is a cornerstone of the ARISE project. While not every researcher will interact directly with community partners, we believe that building the skills to do this type of work is critical for Kansas scientists and engineers. Community partners play a key role in guiding our research toward practical, equitable outcomes. These training modules will give you a foundational understanding of why and how to engage communities in research.

Send your certificate of training (or record of completion) within two weeks of your start date by email to Claudia Bode, bode@ku.edu.

Non-Disclosure and Data Use Agreements

ARISE has executed non-disclosure agreements (or NDA's) with industry partners. All researchers are bound to the terms of these legal documents and are required to follow these agreements. Everyone who uses these data must understand and follow the terms of the NDA. We all have a responsibility to respect the terms of the NDA's.

Access to NDA data is monitored by Liz Ruder (lizruder@ksu.edu).

6. COLLABORATION AGREEMENT

While we may be tempted to jump in and start doing research, it is important to make sure that everyone is on the same page when it comes to how we will collaborate on this project. This agreement will help us understand the following key aspects of collaboration:

1. Data sharing
2. Authorship
3. Future proposal planning
4. Conflict resolution

Philosophy: We strive to be inclusive of all project participants, to offer junior project members leadership roles on papers, and to freely share our data across the project team while protecting publication priority of individual labs and maintaining any protections for human subjects in accordance with the associated approved IRB protocol. ***Researchers should aim to publish results with collaborators across ARISE institutions when possible.***

These policies apply to all papers using data collected as part of ARISE as well as other publication types (e.g., datasets, instruments, protocols, reports), and set policies for data sharing among participants and outside the project.

External data sharing (outside the project team)

All data will be made publicly available within 2 years of the end of the project or sooner. Some journals will require this upon publication. Release of the data prior to 1 year after the project's end date will require approval of all lead investigators involved in collection of those data. If data are to be shared outside the project before the deadline, all lead investigators in the labs that created those data need to agree before data are shared. All publishing of ARISE data must be in accordance with agreements and protections laid out in the approved IRB protocol.

Internal data sharing (inside the project team)

All individual laboratories have first priority on data collected by their students, post-docs or technicians. However, participants should be willing to 1) share their data within the project to encourage synergistic papers, collaboration, and advancement of ARISE science early on, and 2) be sensitive to the needs of graduate students and postdocs to be first authors on papers published in a timely manner.

Data will need to be shared with the whole group as soon as possible. This is also important with respect to data backup. Project leaders will mediate the platform and method of data management, access, and sharing.

General guidelines:
1) In lab papers need only include those in the lab unless data are included that were collected by other laboratories.
2) Individual labs should offer the project grad students and postdocs authorship if they took part in collecting the data used.
3) As primary author, be inclusive.
4) As a potential co-author, honestly consider your contribution and only accept co-authorship if warranted.
5) Discuss authorship early, often, and openly.
6) Each paper will be required to create an author contribution statement whether required by the journal or not. ARISE science is highly interdisciplinary and interdependent across themes, so it is expected that few papers are capable of being written exclusively by one lab.
7) Acknowledgement is sufficient for theses and dissertations.

Data storage:

Data and content will be stored in the following locations based on type:

1. General ARISE and EPSCoR project materials and reporting will be housed in the KU Teams Channel: **ARISE Team Site** (requires login)
2. Research data and materials will be housed on the K-State ARISE Research SharePoint site: **Research SharePoint** (requires login)

Project team members will receive access to these file-sharing locations after completing the onboarding process and required trainings.

Access to the K-State ARISE SharePoint site and KU Teams Channel will be evaluated at the end of the Fall and Spring semesters to remove inactive project members.

Data posted to the K-State ARISE Research SharePoint site should have associated ReadMe and/or metadata files such that appropriate context, data labels, and timestamps are known and attached to datasets to be used across the project team.

> ARISE researchers are required to follow our data management plan (find it on the SharePoint site).

Authorship

Primary author: Be very inclusive in listing potential coauthors on the first draft of the manuscript. Consider as potential coauthors anyone involved in the design of the study, collection of data, analysis of the results, or writing the paper. Then send the manuscript out for review by each potential coauthor. The inclusive list of potential authors should be guided by early, frequent, and open discussion. If possible, send an early outline of the paper, with the preliminary results, and have potential co-authors add their name to the cover sheet if they want to be co-authors.

Coauthors: Each potential coauthor is expected to review the manuscript, provide any comments they may have on the manuscript, and explicitly state to the lead author that they accept or decline authorship (see criteria below). If you feel that someone else should be added to the author list, send this information to the primary author.

Potential co-authors should acknowledge receipt of the draft manuscript and note whether they wish to be included as an author within a reasonable period set by the primary author (e.g. 2-3 weeks). If they do not respond in this time and after the

lead investigator has made a reasonable effort to contact them (e.g. follow-up e-mail), then they will be omitted as an author so that the manuscript can proceed. Each co-author will be required to state their contributions for the paper at the time of authorship acceptance.

Criteria for accepting authorship:
Two or more of the following should be applicable:

1) Significant intellectual contribution to the design or modification of the research, primary writing, and/ or data analyses.

2) Leadership and/or extensive participation in the collection or analysis of samples or stewardship of these processes.

3) Participate in the analysis of the data.

In addition, all authors must:

4) Participate in preparing the manuscript by either writing or providing substantive input (extensive comments, figures, etc.). Returns drafts in a reasonable amount of time. This means substantially more than proofing the manuscript once.

5) All authors should be able to explain and defend the methods and results in the paper and should generally agree with them.

Therefore, one only accepts authorship when one feels like they've made a real contribution to the work, can defend the work, and perhaps most importantly, has (or will make) the time to be actively involved in the process of writing (may involve mostly critically reviewing) the paper.

All coauthors should have seen and OK'd a manuscript prior to submission, and at submission, all co-authors should be sent a copy of the final manuscript and cover letter. At decision time, the primary author should forward the decision and reviews to all co-authors. The primary author (or corresponding author if they differ) is responsible for keeping all coauthors fully informed. Primary authors should also

inform the project management team of all papers that are accepted. Authors should determine order of authorship in consultation with all included authors.

Authorship criteria for public presentations (talks and posters) are somewhat less stringent, but at a minimum the lead of each laboratory should approve the content in advance.

For more information about authorship, see Brand, et. al., "Beyond authorship: attribution, contribution, collaboration, and credit," *Industry Update,* 2015 (https://onlinelibrary.wiley.com/doi/abs/10.1087/20150211).

Future proposal planning

As part of our sustainability plan, we encourage (and expect) our research team to submit collaborative proposals to funding agencies. We set aside time at symposia and other meetings to help you identify funding opportunities and plan for submissions.

7. CONFLICT RESOLUTION

Conflicts in collaborative research teams are common. Instead of pretending that conflicts don't or won't happen, or ignoring them when they do arise, reframe the issue as a fact of life. Accept it. Being able to manage conflict is a skill that will serve you throughout your career.

To navigate conflicts, start by articulating your goal, as shown below [1].
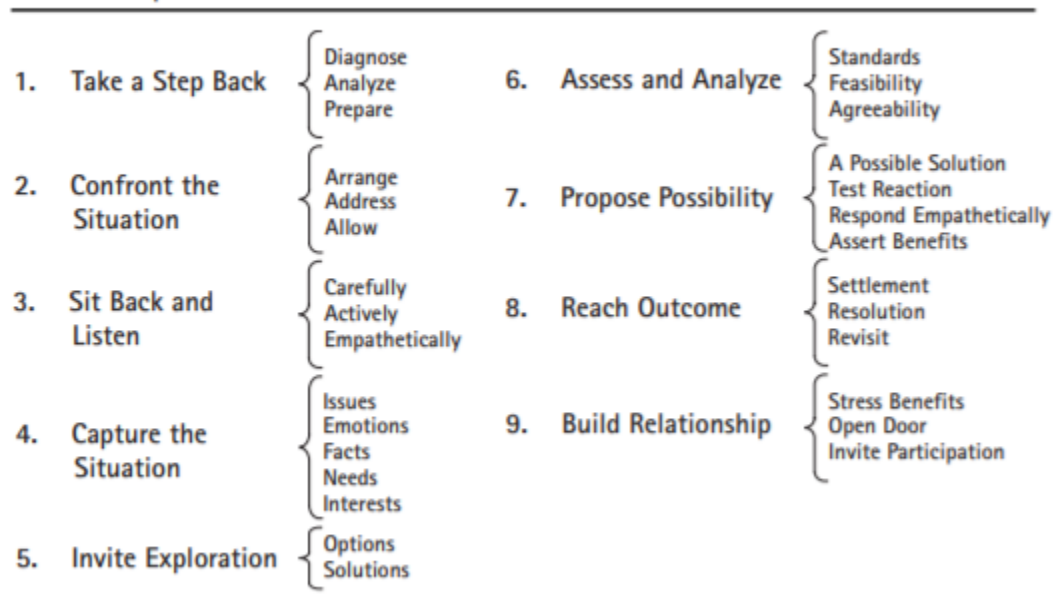
Figure 3.1 Goals of Effective Conflict Management

• Prevent escalation.	Avoid actions that escalate the conflict, forcing a response—counterresponse chain reaction of negative behaviors.
• Focus on the real problem.	Get to the bottom of the situation. Do not mistake symptoms for causes. Probe the underlying issues.
• Avoid personalization.	Try not to take things personally. Think emphathetically and sympathetically. Speak in objective, situational terms.
• Invent solutions.	There is more than one road to Rome or path to success. Think broadly and creatively. Do so even when you think it might not be absolutely necessary.
• Build relationships.	Never miss a chance to build a relationship. Share interests, concerns. Inspire trust.
• Achieve workplace goals.	Managing conflict does not occur in a personal vacuum. How you deal with it has broader professional and organizational implications. Never lose sight of the fact that how you deal with something today can come back to haunt you tomorrow.

Then confront the situation collaboratively. Unlike competition, working collaboratively helps you get to the real problem, explore options, meet interests, and build relationships. **In other words, collaboration is outcome and relationship focused.**

The figure below summarizes the steps involved in solving conflicts collaboratively [1]. *Remember to state facts rather than assumptions. And always focus on the problem, not the person.*

Figure 3.4 The Collaborative Approach
A Nine-Step Guide

1. **Take a Step Back**
   - Diagnose
   - Analyze
   - Prepare

2. **Confront the Situation**
   - Arrange
   - Address
   - Allow

3. **Sit Back and Listen**
   - Carefully
   - Actively
   - Empathetically

4. **Capture the Situation**
   - Issues
   - Emotions
   - Facts
   - Needs
   - Interests

5. **Invite Exploration**
   - Options
   - Solutions

6. **Assess and Analyze**
   - Standards
   - Feasibility
   - Agreeability

7. **Propose Possibility**
   - A Possible Solution
   - Test Reaction
   - Respond Empathetically
   - Assert Benefits

8. **Reach Outcome**
   - Settlement
   - Resolution
   - Revisit

9. **Build Relationship**
   - Stress Benefits
   - Open Door
   - Invite Participation

If these attempts fail to resolve the conflict, participants on this project can consult with the ARISE Management Team to help settle the disagreement or reach out directly to the project director, Belinda Sturm (bmcswain@ku.edu).

Reference:
[1] Content adapted from the *Complete Guide to Conflict Resolution in the Workplace by American Management Association International.*

8. AWARD INFORMATION

Official Award Title

RII Track-1: Adaptive and Resilient Infrastructures driven by Social Equity (ARISE)

Official Start Date: **6/1/2022**

- Year 1: 6/1/2022 - 5/31/2023 (annual report due 3/1/2023)
- Year 2: 6/1/2023 - 5/31/2024 (annual report due 3/1/2024)
- Year 3: 6/1/2024 - 5/31/2025 (annual report due 3/1/2025)
- Year 4: 6/1/2025 - 5/31/2026 (annual report due 3/1/2026)
- Year 5: 6/1/2026 - 5/31/2027 (final report due 8/31/2027)

NSF Award Number: **OIA-2148878** (the proposal was written to NSF program solicitation [21-586](#))

Awardee Institution: **University of Kansas Center for Research, Inc.**

Principal Investigator: **Dr. Belinda Sturm, Project Director, Kansas NSF EPSCoR**

ARISE Proposal: [Project Summary + Project Description + References](#)

ARISE Strategic Plan: [Link](#)

Statement of Acknowledgement of NSF Funding

NSF and Kansas Board of Regents require that any publications resulting from this award contain a statement of acknowledgement:

This material is based upon work supported by the National Science Foundation under Award No. OIA-2148878 and matching support from the State of Kansas through the Kansas Board of Regents.

NSF and Kansas Board of Regents support should similarly be orally acknowledged during all news media interviews, including radio, television, and news magazines.

You are also responsible for assuring that every publication of material (including World Wide Web pages) based on or developed under this award, (other than a scientific article or paper appearing in a scientific, technical, or professional journal), contains the following disclaimer:

Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.

For questions about acknowledgements: ask Doug, [dbyers@ku.edu,](mailto:dbyers@ku.edu) 785-864-3227.

Progress Reports

Annual and final reports are a required part of any federal award and are necessary to demonstrate the program's effectiveness to the NSF and key interested parties. Annual progress reports are **due to NSF by March 1** (i.e., 90 days before the anniversary date of the award start date). Given the complexity of this project, there are multiple parts to the reporting process, following a timeline from winter to spring. For annual reporting, investigators are notified in **November** and given 30-60 days to complete reporting. Previous annual reports can be found [here](#).

We use a reporting system called **EDOCS** (EPSCoR Data Outcomes Collection System). It requires 100% of participants to report. For a detailed explanation of what is required to complete the report, view the [NSF EPSCoR Track-1 Reporting Guidelines](#). Various aspects of reporting include:

1. **Specific data about** a) participants (including demographics), collaborators and collaborating organizations; b) scholarly output such as publications, presentations, other research outputs (like data sets, websites, etc.) and proposals and awards; and c) outreach activities and other relevant accomplishments (like honors, awards, etc.). Kansas NSF EPSCoR collects this information from _every person_ that played an active role on the project during the reporting period, whether they were paid or not.
2. **A narrative describing** specific details related to accomplishing the goals, objectives, activities, and milestones in the ARISE Strategic Plan during the reporting period. This is a very involved process that mainly involves the Management Team with the help of some of the ARISE team leaders and those involved in the education and workforce development components of the project. An assessment of the progress toward meeting Strategic Plan milestones is also required.
3. **Financial information** related to the spending of the budget and how the budget supports different investigators on the Track-1 award (including First Awards, REI Awards, etc.). The Kansas NSF EPSCoR Financial Program Manager will contact investigators directly for this information.

9. ADVISORS AND EVALUATORS

Science and Education Advisory Committee (SEAC)

Science and Education Advisory Committee (SEAC) members are asked to provide expertise that will guide efforts to improve the research infrastructure for ARISE research in Kansas. For the EPSCoR office's needs, the members of the SEAC meet at least once a year with project participants and prepare a short report (3-5 pages) to the Kansas NSF EPSCoR Project Director, Dr. Belinda Sturm.

SEAC Members for ARISE are:

- **Jamie Kruse**, Distinguished Professor (East Carolina U) and Co-Director of the Center for Risk-based Community Resilience Planning (Colorado State U);
- **Ann-Margaret Esnard** (Georgia State U), Associate Dean for Research and Distinguished Professor in Public Management and Policy;
- **Yilu Liu**, (U Tennessee), UT-ORNL Governor's Chair Professor, member of the National Academy of Engineering, and Fellow of IEEE;
- **Mahantesh Halappanavar** (Pacific Northwest National Laboratory), Group Leader of the Data Sciences and Machine Learning Intelligence Group

External Evaluation

A formative and summative assessment of the ARISE project is required. The Evaluation and Assessment includes plans for the annual review and evaluation of RII Track-1 project activities by an independent, external evaluator(s) during the award period.

ARISE's external evaluator contracted to perform these services is **Dr. Eric Welch** (ericwelch@asu.edu), Professor and director of the Center for Science, Technology and Environmental Policy Studies (C-STEPS), Arizona State University. Dr. Welch uses a mixed-method approach for collecting data for the evaluation. Please expect to hear from him regarding surveys, interviews, and possible case studies.

See the full Evaluation Plan for ARISE: ARISE Evaluation Plan_2.15.23.pdf

Postdoc and Student Leadership Group (PSLG)

The Postdoc and Student Leadership Group (PSLG) consists of representatives from each campus, with postdocs, graduate, and undergraduate students represented. This group provides direct feedback to project management and will enable a sense of community across the project. Student leaders will organize poster sessions at our annual in-person meetings and virtual meetings, and the PSLG will be asked to contribute ideas for training and professional development that KNE will then organize.

Commitment Expectations

The PSLG is driven and led by its group members, and members should expect to:

- Serve as an engaged representative for the postdoc and student contributors from your institution and across the project as a whole
- As a group, be a contributing voice with feedback and recommendations on the project to ensure cohesive progress, inclusion, and innovation
- Commit to regularly recurring meetings (occurrence to be determined by PSLG group)
- Assist with annual meetings including poster sessions, activity ideas, and general involvement
- Assist with ideas for professional development, seminars, trainings, etc.

For questions, contact Liz Ruder, lizruder@ksu.edu.

10. COMMUNICATIONS

Brand Identity

We have a set of visual elements (logo, color palette, etc.) called our brand identity for ARISE and Kansas NSF EPSCoR. By using these elements in your communications, you will deliver clear, concise, and strong messages that make it easier for people to identify our project and credibility. See the ARISE Team Site, General Channel: **ARISE logo system.**

Templates

A **PowerPoint template** and **Poster Template** are also available in the general channel.

Main Website

General information about ARISE is posted on our main website: arisekansas.org. It has links to all project areas and Kansas NSF EPSCoR content. While it is designed as a public-facing site, it contains helpful information to the ARISE team.

Document Sharing Sites

SharePoint (requires login, hosted by KSU) - This site has research-related information, including data, publications, presentations, milestone tracker, etc. For questions, contact Liz Ruder, lizruder@ksu.edu.

Teams Site (requires login; hosted by KU) - This site has multiple channels for various groups on the project. It includes general documents, such as fliers, annual reports, contact list, images, etc. Look through the various tabs, channels, files, etc. For questions, contact Claudia Bode, bode@ku.edu.

> **A Note About Tagging on Teams:** you can tag everyone on a channel in a post by typing "@" with the name of the channel. For example, if you are in the General channel, type @General to tag everyone with access to that channel (i.e., the entire ARISE team). You can also tag individuals by typing "@" before their name.
>
> **However, only KU participants will be notified directly of the tag.** Non-KU members will have to log into the Teams site at KU to see these tags.

News Sharing

Electronic [newsletters](#) are emailed monthly to the internal ARISE team and quarterly to our community partners. If you have news to share, contact Claudia Bode (bode@ku.edu).

Listserv

All ARISE participants are added to a listserv during onboarding. Anyone can use this listserv to communicate to the whole group by sending an email to: arisekansas@lists.ku.edu. NOTE: Replies to this email go to the whole group.

Social Media

We maintain three social media accounts. Stay connected by following us, reposting our posts, or by using hashtags related to ARISE.

- [Instagram](#): kansas.nsf.epscor
- [Facebook](#): KansasNSFEPSCoR
- [LinkedIn](#)

Useful hashtags: #nsf, #epscor, #arisekansas

11. HELPFUL RESOURCES

Glossary of Acronyms

- ARISE — Adaptive and Resilient Infrastructures driven by Social Equity (this project)
- EPSCoR — Established Program to Stimulate Competitive Research (at NSF in this case)
- IPAC — Interested Party Advisory Committee
- IRB — Institutional Review Board
- KBOR — Kansas Board of Regents
- KNE — Kansas NSF EPSCoR
- KDSC — Kansas Data Science Corp
- MT — Management Team
- NSF — National Science Foundation
- OIA — Office of Integrative Activities (at NSF)
- PSLG — Post-doc and Student Leadership Group
- SEAC — Science and Education Advisory Committee

Questions?

Contact the Kansas NSF EPSCoR office:

- email: nsfepscor@ku.edu
- mail: 2021 Constant Ave., Lawrence, KS 66049
- web: https//nsfepscor.ku.edu/

Kansas NSF EPSCoR Office Contacts for ARISE

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12. HOW TO FINALIZE ONBOARDING PROCESS

☐ **Confirm that you have read this handbook and agree to the terms described here by submitting this [form](https://forms.office.com/r/KYZNJfkidh) within 30 days.**

> **(Form link: https://forms.office.com/r/KYZNJfkidh)**
>
> Your digital confirmation on this form will act as your signature.

☐ **Submit your training certificates** to Claudia Bode (bode@ku.edu)