

Science Gateways Community Institute Partner Program Description

The objectives of the Science Gateways Community Institute (SGCI) Partner Program are to:

- Leverage the expertise of complementary organizations to support and advise the gateway community in the best possible way.
- Exchange existing services to provide the best array of services to SGCI clients, including students and faculty.
- Cross-promote resources and services offered by SGCI and our partners.
- Provide a streamlined process to access resources and services provided by a partner.
- Perhaps provide student exchange or internship opportunities.

Interested organizations will collaboratively develop a Letter of Commitment that includes background information on the organization and a description of how the organization's services/resources are augmented by involvement in SGCI as well as how it is anticipated that SGCI will benefit from the partnership.

Partners will be listed on the SGCI website and included in two biannual meetings of SGCI partners and affiliates — one virtual and one face-to-face meeting at the annual Gateways conference.

For more information on this program, contact help@sciencegateways.org. To apply for the program, fill out this form: <https://sciencegateways.org/about/partners/partner-program-application>.

SGCI Partner Program Letter of Commitment

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- Leverage the expertise of complementary organizations to support and advise the gateway community in the best possible way.
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- Cross-promote resources and services offered by SGCI and our partners.
- Provide a streamlined process to access resources and services provided by a partner.
- Perhaps provide student exchange or internship opportunities.

This form includes:

- Name of organization
- Institutional affiliation (if any)
- Location, including postal address
- URL for the organization's website
- Lead person and at least one alternate
 - Name, address, email, phone for each
- Description of what services and resources would be offered as a Partner and the benefit to the gateway community.
- Description of how the Partner organization's services/resources would be augmented or leveraged by involvement with SGCI
- Description of how SGCI's services would be augmented or leveraged because of the organization's involvement as a Partner

Upon receipt of the form, the SGCI PI will contact the requesting organization to discuss partnership (if that has not happened in advance of the form being submitted). The SGCI PI will then review the request with the SGCI Leadership Team and provide a response to the requesting organization. In the case of approval, the SGCI will draft a Letter of Commitment to be further refined by both parties. This letter will outline the obligations of each organization and include a commitment to fulfill those obligations. In the case of declination of the request, the response letter will explain the reasoning for the declination.

Sample Letter of Commitment

Dear [X Organization], hereafter to be referred to as “Partner,”

SGCI is pleased to name [Partner] as a formal SGCI partner. through its delivery of [service/resource descriptions]. This jointly developed Letter of Commitment outlines the expectations of both parties.

SGCI will:

- Provide a coordinator for the SGCI Partners program.
- Add [Partner] to SGCI website list of partners.
- Provide clear mechanisms for [Partner] clients to obtain SGCI services. Recommended methods for requesting services are detailed on the SGCI website.
- Promote relevant [Partner] materials, resources, services and events through SGCI mechanisms including calendars, newsletters, blogs and news postings.
- Provide [Partner] with opportunities to deliver training through SGCI channels.
- If appropriate, include links to request [Partner] services/resources on SGCI website and describe their relevance to the SGCI community.
- Highlight success stories related to work with [Partner].
- Relay interest to [Partner] when interest in [Partner] offerings is received by SGCI.
- Organize two meeting opportunities per year of SGCI partners and affiliates — one virtual and one face-to-face event at the annual Gateways conference.
- Additional items to be customized by SGCI depending on the partner
 - Training in gateway development methods
 - Access to SSC Sandbox space for Partner clients
 - Consulting from SGCI's incubator

[Partner] will:

- Provide a named contact for this partnership.
- Provide clear mechanisms for SGCI clients to obtain [Partner] services/resources.
- Provide training on [Partner] services/resources for both SGCI staff and clients.
- Promote relevant materials, resources, services and events available through SGCI through [Partner] channels.
- Subscribe to the SGCI mailing list for newsletters and other pertinent information.
- Highlight success stories related to work with SGCI.
- Relay interest expressed in SGCI services to SGCI staff.
- If possible, attend the annual Gateways conference and staff an information booth or poster at the Resource Expo.
- If possible, attend two Partners meeting opportunities (offered twice a year).
- If possible, outline internship opportunities for SGCI students.
- Additional items to be customized by the partner, for example,
 - Discounted access to X product.
 - Up to 2 hours of free, one-on-one consulting support to SGCI clients interested in using X product.

This letter acknowledges the expectations of both organizations to make a best effort to satisfy the tenets of the partnership. Named contacts from both parties will work together to resolve any issues. Either party may terminate this agreement by providing written notification to the other party.

Partner Organization

SGCI

By: _____
[Insert Name]

By: _____
Nancy Wilkins-Diehr
SGCI Principal Investigator

Date: _____

Date: _____