

Payload Projects

The following guidelines are provided to researchers interested in proposing a payload component to an existing research project scheduled at the NHERI@UC San Diego Equipment Facility (EF). Successful planning and execution of a payload project will require coordination between the payload project PI, the existing project PI, the NHERI@UC San Diego EF Site Operations Manager, and the NHERI Network Coordination Office (NCO).

1. All current and planned projects scheduled at NHERI@UC San Diego are listed at <https://ucsd.designsafe-ci.org/>. Researchers are encouraged to identify and propose payload projects to broaden the scope of currently funded NHERI projects.
2. The payload project PI should review the posted information for the ongoing/new project of interest including scope, schedule, and additional relevant data to determine feasibility of proposing a payload project.
3. If additional project details are required, the payload project PI is encouraged to contact the existing project PI directly to foster collaboration towards the project.
4. The payload project PI must gain the approval of the existing project PI to add a payload component. PIs for both the existing research grant and the payload project are required to inform the NHERI@UC San Diego Site Operations Manager of the proposed collaboration. The subsequent scope and available technical details of the proposed payload project are to be provided to the EF for approval of technical feasibility and safety. Technical details should include the following:
 1. Scope of work
 2. Testing plan
 3. Schedule
 4. Required Equipment and Other Resources
 5. Instrumentation Plan
 6. Data Management Plan
 7. Payload demolition and/or removal plan

NHERI@UC San Diego reserves the right to decline the payload project if prior approval is not provided by the existing project PI and communicated to the Site Operations Manager.

5. The payload project PI and the existing project PI are to inform the NCO of the proposed payload project and any impact on the project schedule.
6. Funding source for payload project needs to be identified (NSF or non-NSF funding) and communicated to the Site Operations Manager.

1. For budget planning, payload project PIs are referred to the NHERI@UC San Diego EF website at <https://ucsd.designsafe-ci.org/> under Resources in order to access key budget development information for operational services and equipment provided by the EF.
 2. Payload researcher needs to also identify additional budget requirements that are necessary to achieve payload project deliverables through communication with project PI.
7. Once a payload project is awarded, a Research Participation Agreement, or similar agreement, will need to be developed between all parties involved, including but not limited to existing project PI, payload project PI, the NHERI EF and NHERI NCO prior to commencing any activities at the site related the payload project.
8. The Research Participation Agreement, or similar agreement, will include, but not be limited to:
 - Identification of parties
 - Scope of Work and Testing Plan
 - Schedule with Milestones
 - Budget
 - Responsibility of Costs
 - Intellectual Property Terms and Conditions
 - Data Management Plan
 - Risk Management Plan