General Programmatic Terms and Conditions for the Computing Community Consortium (CCC) (NSF 10-573) Cooperative Agreement(s)

1. **Key Personnel.** Except for changes to the Principal Investigator (PI) or Co-PIs identified in this award, requests to make any changes to personnel, organizations, and/or partnerships specifically named in the proposal, that have been approved as part of this award, shall be submitted in writing to the cognizant NSF Program Official for approval prior to any changes taking effect. Requests for prior approval of changes to the PI or any co-PI must be submitted through FastLane for review by the cognizant NSF Program Official and approval by an NSF Grants Officer.

   Any changes to contractors/consultants must be submitted, in advance, and with all needed documentation, to the cognizant NSF Program Official for review and approval. No changes may be implemented prior to formal, written approval by an NSF Program Official.

   The cognizant NSF Program Official will review and approve the appointment of all key personnel, including the CCC Council Chair and Vice Chair, CCC Council Director, CCC Council members, and other key groups as identified over time.

2. **Project Description.** The purpose of the Computing Community Consortium (CCC) is to serve as a catalyst and enabler for the national computing research community. The CCC provides leadership for the CISE community, and it gives a voice to the community, allowing its many members to contribute to shaping the future of computing. The CCC empowers the CISE community to communicate to a broad audience the myriad ways in which advances in computing will create a brighter future and it encourages the alignment of computing research with pressing national priorities and national challenges. The CCC will facilitate the generation of visions for computing research and education, and will communicate those visions to a wide range of stakeholders. The CCC embraces all fields of computing, including emerging areas and areas overlapping with other disciplines.

   Funds from this award may not be used for lobbying activities. Unallowable activities include:

   - Improperly influencing (influencing on any basis other than the merits of the matter) an employee or officer of the Executive branch of the Federal

government to give consideration or to act regarding a sponsored agreement or regulatory matter;

- Attempting to influence the introduction of Federal or State legislation or the enactment or modification of any pending Federal or State legislation; and

- Legislative liaison activities when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable lobbying.

3. **Project Governance.** The Awardee will ensure that an efficient and effective project governance structure is in place throughout the award period to support all critical and significant project activities.

The Computing Research Association (CRA) serves as the Awardee organization. The CRA is a membership organization that represents academia, industry, and government. The CCC will be a standing committee of CRA. CCC operates with a great deal of independence from CRA. However, CRA is the Awardee, and is ultimately responsible for the CCC. CCC selects its Chair, Vice Chair, and Council Members with the approval of CRA (specifically, the CRA Board Chair and the CRA Executive Director) and NSF. The CRA Executive Director will serve in *ex officio* capacity on the Council, making sure all operations flow smoothly, correctly, and in alignment with the mission of the CRA.

Governing Components and Key Personnel	Responsibilities
CCC Council Chair and Vice Chair	- Lead CCC Council consisting of approximately 20 members - Responsible for management, oversight, and direction of all activities - Point of contact with the CRA Board - Work closely with the CCC Director - Interface with the computing research community and Federal policymakers at all levels - Communicate and work with NSF Program Officials - Working with the CCC Executive Committee, prepare and annually update, with input from CCC Council members, a strategic plan and oversee its implementation (see reporting requirements in section 5. below)
CCC Director	- Point of contact with NSF Program Officials - Works closely with the CCC Council Chair and Vice Chair, as well as CCC Council Members - Manages day-to-day activities of the CCC - Serves in *ex officio* capacity on the Council

	• Oversees CCC activities and programs • Steers CCC subcommittees • Interfaces with the computing research community and Federal policymakers at all levels
CCC Council Members	• Play an active role in all CCC activities, including participation in subcommittees with specific tasks and deliverables, and responsibilities for establishing and maintaining contact with the research community served by the CCC • Lead specific CCC activities in visioning, leadership development, publicity and outreach, etc. • Interface with the CISE Advisory Committee and the Computer Science Telecommunications Board of the National Academies to ensure alignment with programs and activities • Engage academia, industry, and government within the U.S. to form alliances and partnerships • Serve on subcommittees or task forces supporting the mission of the CCC • Represent a diverse constituency of the computing field • Serve three-year terms, with appointments staggered so that one-third of the positions are open every January; one may serve, at most, two consecutive terms
CCC Executive Committee	• Consists of the CCC Council Chair and Vice Chair, the CCC Director, the CRA Executive Director, and at least 3 members of the CCC Council • Oversees the preparation and execution of the strategic plan and the work of subcommittees and working groups; guides planning of new activities and has general oversight of activities relevant to CCC's mission

4. **Governing Responsibilities.** The Awardee will ensure efficient and effective performance of all project responsibilities by the governing components throughout the award period.

5. **Reporting Requirements.** The Awardee will provide ad hoc and regular reports as designated by the NSF cognizant Program Official with content, format, and submission time line established by the NSF cognizant Program Official. With the exception of the biweekly updates, the Awardee will submit all required reports via FastLane using the appropriate reporting category; for any type of

report not specifically mentioned in FastLane, the Awardee will use the "Interim Reporting" function to submit reports.

The Awardee will submit reports and certifications to NSF via FastLane on a quarterly basis. The Awardee will submit highlights of the CCC's activities to NSF at the request of the NSF Program Official and will publish up-to-date accomplishments and activities on the CCC website.

TYPE OF REPORT	Time	Content / Purpose
Teleconference with NSF (PD, DD and/or DDD) – CCC (Director, Council Chair and/or Vice Chair)	Biweekly	• Give updates on current and planned activities • Invites the Executive Committee to participate in calls periodically, as needs arise
Strategic Plan	6 months from award date for approval by NSF Program Official; updated as needed	• Reflects CCC's vision, mission, goals and planned actions and outcomes • Includes strategies for increasing participation of faculty from a wide-range of academic institutions, researchers in government agencies, and researchers in industry; develops activities to stimulate, coordinate, identify, prioritize, and synthesize the topical and visionary areas of interest and relevance to the computing research community
Implementation Plan	Annual (as part of the Annual Report) and per NSF request	Specifies identifiable steps, responsibilities and the timeline for implementing the strategic plan
Annual Report	Annual (submitted via Fastlane)	Summarizes and strategically analyzes the quarterly reports, including needed revisions to the CCC strategic plan; reviewed and approved by the NSF cognizant Program Official
Special Reports	Per NSF Request	As requested by NSF Program Official, with reasonable accommodations for scope and timeline

6. **NSF Ongoing Management and Oversight.** The Awardee will ensure full commitment and cooperation among the governance structure components and all project staff during all ongoing NSF project management and oversight activities. The CCC Chair, Vice Chair and/or selected members of the Council will attend meetings (as requested) organized by the NSF Program Official to discuss pertinent issues related to the CCC.

7. **Milestones for Achieving Project Governance**. The following milestones are critical components of the CCC renewal award.

   1) Within 45 days after the start of the award, the Awardee will submit for approval by NSF a detailed plan on the formation of an Executive Committee based on guidelines given in Section 3. The plan should define how members of the Executive Committee are determined and selected, the operation of the Executive Committee, and how the Executive Committee will be incorporated into CCC's overall operations. The Executive Committee is expected to be operational within 90 days after the start of the award.

   2) Within 120 days after the start of the award, the Awardee will submit for approval by NSF a detailed succession plan for the positions of CCC Chair and Co-Chair. The plan is to be developed by CRA in consultation with the CCC's Executive Committee. The plan should include details on the formation of a search committee and a timeline aligning with the CCC's response to the Reverse Site Visit held February 8, 2012, which states that "successors for the role of Chair and Vice-Chair will have been identified within two years after the start of the award."

   3) A reverse site visit (RSV) organized by NSF will be conducted no later than 18 months after the start of the award. The purpose of the RSV is to review the progress of the implementation plan and to assess the progress of implementing operational and organizational changes. These include:

   - Operation of the Executive Committee;
   - Strategies for increased outreach to and communication with the broader CISE communities;
   - New initiatives started and the plans for their assessment;
   - Review of permanent staff roles and responsibilities, including needs for additional staff; and
   - Progress on CCC's succession planning.