

AIR FORCE RESEARCH LABORATORY
INFORMATION DIRECTORATE

October 2021

INFORMATION INSTITUTE®



2022 RESEARCH PROGRAM GUIDE

Faculty/Student Edition

Programs under the Information Institute® are intended to be implemented as research collaborations conducted onsite at AFRL/RI facilities. Due to the restrictions regarding site access based on AFRL policies to address the pandemic, the 2020-2021 summer program were conducted in a remote/virtual fashion. The intent is to return to onsite research collaborations for the 2022 and future program cycles. However, this will be dependent on the AFRL site access policies at that time. Contact the II office and refer to your application agreements for more information.

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Welcome to the 2022 guide for the Information Institute[®]. This guide covers policies for AFRL/RI and the various programs and links to documents that pertain to programs hosted through the Information Institute Office. Annually we review the previous year's efforts for process improvement and planning for the current year. While the II attempts to create an all-encompassing guide for your use, in an ever changing world, we realize that situations shift and policies evolve. So please use the guide as simply a guide. For clarifications and questions, contact the Information Institute[®] at rrs.iiweb@us.af.mil.

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AIR FORCE RESEARCH LABORATORY/INFORMATION DIRECTORATE
INFORMATION INSTITUTE® PROGRAM GUIDE

GENERAL REQUIREMENTS

Under the mutual agreement between the Research Associate and your Prime Contractor, non-personal services will be provided. This means that the Research Associate will not be subject, either by contract terms or by contract administration, to the supervision and control that ordinarily characterize relationships between the Government and its personnel. The rendering of such non-personal services requires classification as a self-employed vendor or independent consultant for tax purposes. There will be no withholding from paychecks. The Summer Research Associate will be responsible for all taxes, social security, and insurance. For detailed tax information, contact the Internal Revenue Service (IRS) toll-free number at (800) 829-1040 or (800) 829-3676 to obtain appropriate publications on self-employment tax requirements. At a minimum, keep a copy of all travel, and living expense receipts and consultant payment records. It is recommended to keep a daily journal with expense entries for those engaged in Research Programs as an Independent Contractor to ease the income tax filing process.

The Research Associate application is accepted as an Independent Consultant and therefore an application through a university or college cannot be accepted. Research Associates will be subcontracted through the respective program's prime contract administration. The Visiting Faculty Research Program is subcontracted through the Griffiss Institute. The Summer Faculty Fellowship Program is subcontracted through Systems Plus, Inc.

General Programmatic Information

Summer Research Programs

Long Term Research Programs

Appendix

Charts and Forms

Acronyms & Definitions, Event Calendar & Acknowledgement



**GENERAL PROGRAMMATIC
INFORMATION**



AFRL POLICIES

SECURITY AT ROME RESEARCH SITE

AFRL/RI is a Department of Defense site and security is extremely vigilant. Both government and privately owned personal electronic devices/media, including cell phones, are allowed within RRS buildings. However, use of any devices/media must follow AF policy . Connecting privately-owned personal electronic devices/media to the Air Force network or Air Force devices is prohibited.

It is important to understand the threat that cell phones present. Cell phones can and do carry malicious code that can transfer to our networks through Bluetooth, WiFi, wired connections, or removable media. In addition, the microphone and camera on a phone can be turned on without the user's knowledge. When in possession of a cell phone, always assume an adversary is listening and watching.

With these threats in mind it is vitally important to help AFRL defend against these threats by complying with AF policy:

1. **Never** connect a cell phone to any government computer or device, to include USB chargers with a wire. Connect the phone to a power outlet for charging, but never a computer.
2. While in the RRS buildings, **never** remove any media or download any files from the phone to your government issued device.
3. Photography in or around RRS buildings and grounds is prohibited.

The AF social media guiding principle of "Security at the Source" applies to all IT capability used onsite. Being aware of and understanding AF policy. Awareness of surroundings, information being shared, and IT within those surroundings is critical to implementing "Security at the Source".

LAPTOP COMPUTERS AND TRANSFER MEDIA

University issued and personal laptop computers are permitted onsite for use on topical research **but are NOT allowed to connect to the AFRL network.**

Transfer media of any kind is not permitted for use on any government issued computer. USB connections will be detected. Failure to comply is a violation of established policy and may result in administrative or disciplinary action. Devices include but are not limited to:

- Thumb/Flash Drives
- External hard drives
- Camera Memory Cards
- CDs, including music
- DVDs
- MP3 Players
- Cell Phones
- Blackberries
- iPods, iPad, iPhone
- Tablets/eReaders
- Media charging devices
- FitBit and similar devices

FACULTY/STUDENT LANYARDS

There are a variety of personnel working within Rome Research Site (RRS) facilities. All personnel are required to wear their building access badges, keep them visible to others at all times while within the facilities and to secure them when outside the RRS boundaries.

On-site personnel participating in various programs, including those through the Information Institute[®], are required to use color-coded lanyards. Current RRS policy states university personnel are to wear orange lanyards distinguishing them as part of an academic research program. These lanyards will be made available to you during in-processing. Compliance to utilize this additional distinguishing feature as part of the personnel security policy is required. Violators may have their access privileges denied or revoked. If concerns arise regarding this policy, contact the II office.

DRESS CODE

There is no official dress code at the Information Directorate. The majority of our staff dresses in “business casual” attire in order to maintain a safe and professional environment.

Clothing or apparel that could lead to a safety issue, be considered sexual harassment, or offensive should be avoided. Due to the variety of employment and contracting programs we have onsite, it is suggested to think carefully about attire and choose clothing that is professional and appropriate to the work environment. If there is any question to the appropriateness of a specific item of clothing, consider an alternate choice.

WORK WEEK

The basic work week is five days, Monday-Friday. Normal business hours are 6:30 AM to 6:00 PM. Core hours are 9:00 AM – 3:00 PM.

Note: AFRL/RI facilities are not open on Saturdays, Sundays, or holidays. Visiting Summer Research Associates are only permitted within AFRL/RI facilities during normal business hours and in coordination with their advisor.

SCHEDULED AFRL/RI FACILITY CLOSURES

On the following holidays AFRL/RI's facility is closed and restricts access to nonessential personnel. Summer Research Associates are not permitted to work holidays on site and will not be compensated for holidays. Holidays are not considered as part of the maximum allowable workdays. Other programs please refer to your contract. Holidays during the summer program are indicated in **BLUE**.

- January 1 New Year's Day
- January 17 Martin Luther King, Jr's Birthday
- February 21 President's Day
- **May 30** **Memorial Day**
- **June 20** **Juneteenth (observed)**
- **July 4** **Independence Day**
- **September 5** **Labor Day**
- October 10 Columbus Day
- November 11 Veteran's Day
- November 24 Thanksgiving Day
- December 26 Christmas Day

TRAVEL

Research Associates are strongly encouraged to drive their own vehicle to ensure means of transportation while at AFRL/RI. We use Google Maps following the most reasonable route to estimate round trip mileage included in the contract total.. Research Associates flying to AFRL/RI are encouraged to use the lowest cost of airfare available.

When coordinating travel and arrival arrangements use the [525 Brooks Rd, Rome, NY 13441] for best Google or GPS route to AFRL/RI. Call the Information Institute® with any questions.

ARRIVAL PREPARATION

Prior to starting the research award at AFRL/RI, contact your Laboratory Advisor to coordinate the anticipated research. Direct contact is authorized and highly encouraged between the Research Associates and the Laboratory Advisor. To assist the conversation, listed below are examples of topics for discussion prior to starting summer research:

- Research topic focus/project direction.
- Materials or equipment support required (office space, computer hardware/software requirements, etc.).
- Administrative requirements of AFRL/RI and/or the supporting facility (identification badges, library privileges, etc.)

Make arrangements to meet your Advisor at the Security Desk where an Access Badge will be issued. US Citizens will receive a DBIDS card for access to the facility during regular duty hours. Access to any facility will be denied unless your badge is presented. Your badge and lanyard must be visible at all times.

US Lawful Permanent Residents must check in with AFRL/RI security. A temporary visitors badge will be issued for access to the facility. A government employee escort is required throughout the AFRL/RI facility at all times. All faculty and students require a photo taken at the security desk.

IN-PROCESSING/OUT-PROCESSING CHECKLIST

US Citizens

An electronic copy of the [In-Processing Checklist](#) is available in the appendix by clicking [HERE](#) or from the Information Institute® office. This checklist will include all areas that need to be visited upon arrival. Line items without office numbers will be completed with your Advisor or their designated representative.

Upon completion of the Incoming Checklist, submit the form to RIOI in Bldg 106, Room B-127 either in person or through Interoffice Mail.

One week prior to departure, US Citizens must obtain/print an [Out-Processing Checklist](#) by clicking [HERE](#) or contacting the Information Institute® or the Advisor. Submit to the Security desk along with the access badge at final departure.

US Lawful Permanent Residents

US Lawful Permanent Residents must check in with Security at AFRL/RI. A temporary visitor badge will issued.

One week prior to departure US Lawful Permanent Residents must stop by AFRL/RI Security and check out.

US Lawful Permanent Residents must present their green card and always keep it on their person.

SEMINARS & SYMPOSIA

Registration, fees, and travel to/from seminars, symposiums, etc. **will not be funded by the Information Institute.** If these functions are AFRL/RI sponsored and/or the Summer Research Associate and their Lab Advisor determine that attendance at this function would be directly related to their research topic, all expenses are the Summer Research Associate's responsibility unless your Lab Advisor has access to Research Lab funds. **Prior authorization from the AFRL/RI Advisor** must be attained before travel takes place to ensure reasonable expense to the government.



SUMMER RESEARCH PROGRAMS



GENERAL INFORMATION

WORK WEEK

As stated previously, the basic work week is five days, Monday-Friday. Normal business hours are between 6:30 AM to 6:00 PM.

Summer Research Associates can only work contracted number of days. Additional days must be approved by the Information Institute® Director.

Note: AFRL/RI facilities are not open on Saturdays, Sundays, or holidays. Visiting Summer Research Associates are only permitted within AFRL/RI facilities during normal business hours.

Maximum basic work days for each program month are listed below.

- May (21 workdays, 1 holiday)
- June (21 workdays, 1 holiday)
- July (21 workdays, 1 holiday)
- August (23 workdays)
- September (11 workdays, 1 holiday)

HOLIDAYS

On the following holidays AFRL/RI's facility is closed and restricts access to nonessential personnel. Summer Research Associates are not permitted on site and will not be compensated for holidays. Holidays are not considered as part of the maximum allowable workdays.

- May 30 Memorial Day
- June 20 Juneteenth (observed)
- July 4 Independence Day
- September 5 Labor Day

WORK PERIOD EXTENSIONS

Our budget is based upon the summer research start and end dates and number of days of contracted work. Any changes to start and/or end dates must be cleared through the Information Institute® at which time the contract may be amended.

REMEMBER: The contract is 60 **maximum** allowable working days.

Students are legally prohibited to work over 40 hours/week.

EXTENSION AWARDS

The VFRP Extension Award program is a competitive opportunity, which allows the Summer Research Associate to continue their research at their home academic institution. Pending funding availability, the call for extension award white papers will be in July and typically is around \$10K per award. An additional final technical report and DD FORM 882 will be required at the conclusion of the extension award. Extension awards may begin once the summer final technical report and accompanying required documentation has been received **AND** a security and policy review/release has been submitted by the advisor per Air Force guidance for policy and security. The extension award research is a 60 calendar day contract, for example, beginning September 1 and ending October 31 with a final technical report and DD FORM 882 submitted by November 5. However, these dates will vary and will be provided to extension award recipients through the Prime Contractor Administration. The stipend will be remitted after deliverables are received and reviewed.

VISITING FACULTY RESEARCH PROGRAM – Summer Research

Under the terms of the contract, the Summer Research Associate will be expected to accomplish the following:

- Complete 8 to 12 weeks of research between May 3 and September 17
- Research must be conducted **on site** at AFRL/RI and Summer Research Associates cannot receive additional stipend, scholarship, or fellowship payments from other federal funding sources during the tenure of this appointment. Work site accommodations for US Citizens are typically located within AFRL/RI facilities and/or Innovare. US Lawful Permanent Resident Research Associates are provided work site accommodations at Innovare
- Submit [Mid-Term Report](#) with a brief synopsis of research Submit a [Final Technical Report](#) of 20 pages maximum; **due the last day of the contract.**
- Submit a [Report of Inventions and Subcontracts](#) (DD FORM 882) **due the last day of the contract.**
- Submit a [Communication Log](#) if contract is offered during a public crisis restricting onsite collaboration

In turn, compensation is as follows:

- Compensation for reasonable travel expenses round trip between the Summer Researcher Associate's residence and AFRL/RI per U.S. General Services Administration (GSA) guidelines. Paid an independent consultant fee based on the following pay scale:

COMPENSATION CLASS

FACULTY (independent consultants)

Limited-Research Faculty	\$267.80/Day
Assistant Professor	\$309.00/Day
Associate Professor	\$350.20/Day
Full Professor	\$391.40/Day

STUDENT (considered employees)

Completed First Year Undergraduate	\$15.00/Hour
Completed Second Year Undergraduate	\$16.00/Hour
Completed Third Year Undergraduate	\$17.00/Hour
*Completed Fourth Year Undergraduate	\$18.00/Hour
**Pursuing Master's Degree	\$22.76/Hour
Pursuing PhD	\$30.26/Hour

*For students in a 5 year program

** For students accepted and enrolled in a university

- Pay schedule for Faculty is in 3 installments – 40% on-boarding, 40% mid-term, 20% is withheld until submission of the Final Technical Report, DD FORM 882, a communication/collaboration record (if working remotely due to a public health concern) and the Advisor's review of the final technical report for technical and security release. Students are considered summer employees and are paid bi-monthly.
- If the Summer Research Associate's permanent residence exceeds 50 miles from AFRL/RI, they are eligible for an expense allowance of \$350/week **if a temporary residence is obtained** during their summer research contract.
- 1099 Tax Form notification will be automatically sent to the Summer Research Associate from a Government Support Contract at year's end to the address provided by the Summer Research Associate. Please notify the Prime Contractor if any changes of address occur.

FACULTY SPONSORING STUDENTS

Summer Research Associates can recommend a student from their university to accompany the researcher for an internship through the VFRP. Summer Research Associates are responsible:

- To submit a statement of work to their Advisor including tasks/research students are responsible to assist with and/or complete while at AFRL
- To ensure the student(s) are fully aware of their research responsibilities
- To hold weekly status meetings with sponsored student(s) to coordinate research effort
- To provide guidance on the research

Students are NOT permitted to work over 40 hours/week.

TRAVEL

The travel allowance is addressed in your contract award. In addition to the general travel guidelines, the Summer Research Associate's travel allowance is limited to \$1500 maximum for a single round trip. Overnight lodging, meals, and tolls are not covered.

This benefit is not available for individuals who live within 50 miles of AFRL or do not take a temporary residence and will not be included in the contract award.

Automobile

Travel mileage will be reimbursed at the rate established by the US. General Services Administration (GSA) effective January 1, 2022. The most current rate is posted at <https://www.gsa.gov>. Mileage is estimated using Google Maps following the most reasonable route.

Car Rental:

There is **no** car rental allowances available through program funding while at AFRL/RI for summer research.

Note: Participants who opt to take an early flight and stay in overnight lodging prior to the flight or at the destination prior to starting their summer research contract will not be reimbursed for their hotel accommodations.

FINAL TECHNICAL REPORT

All VFRP Summer Research Associates and Extension Award recipients must submit a final technical report in Microsoft Word describing their summer research accomplishments. This report will be bound with other research reports for an internal compilation. It is also encouraged for the Research Associate to pursue publication separately in a journal. This final technical report could then be viewed as a working draft for a journal-published paper or the beginning of another publication format.

SUBMISSION PROCEDURE

1. Electronically submit one copy of the **Final Technical Report** in PDF or Microsoft Word format to the advisor for review and release with a copy to the Information Institute® through the [document submission](#) link.
2. Electronically submit one copy of the **title and abstract** of the final technical report **in Microsoft Word**.
3. Electronically submit a signed DD Form 882 to the Information Institute® through the [document submission](#) link.

Work must be completed within the stated period of performance in the signed contract and a Final Technical Report submitted before the final payment will be released.

***The final payment will be withheld until the final technical report, DD Form 882 “REPORT OF INVENTIONS AND SUBCONTRACTS”, Advisor’s review, and a Summer Research Survey have been submitted to the .**

FINAL TECHNICAL REPORT INSTRUCTIONS FOR INFORMATION INSTITUTE RESEARCH PROGRAMS

As introduced above, Information Institute® Research Associates must submit a [Final Technical Research Report \(Microsoft Word or PDF format\)](#), a [DD FORM 882 "REPORT OF INVENTIONS AND SUBCONTRACT"](#) and a Summer Research Survey on the **last day of the summer contract**, prior to the Research Associate’s departure. The final technical report must be reviewed by the Advisor prior to receiving the last payment.

For the summer research report, the following procedures apply:

- I. Submit the final technical report as a Word or PDF document.
- II. Use the Times New Roman (11 point) for text.
- III. Allow a minimum of **one-inch** wide margin at top and bottom and left and right sides, or else material may be covered up in binding. Page number should be centered on the bottom of the page.
- IV. **MAXIMUM PAGE COUNT IS RESTRICTED TO 20 PAGES** (Page count does not include title page, abstract, or references)
- V. On the title page, type the following in single-spaced clusters: (See example on following pages)
 - Report title (capital letters)
 - Name(s) of investigator(s), title and department
 - University, including mailing address
 - Final Technical Report for VFRP
 - List sponsoring Research Laboratory AFRL/RI
 - Month and year of publication
 - AFRL/RI Advisor
- VI. The page following the title page will be the abstract. Type the title (single-spaced between lines), double space below the last line of the title, then type the author(s) name, title, department and institution. Enter two double spaces, center the word "Abstract," double space, and type the abstract text, maximum one page.
- VII. Begin the first page of text by repeating the title and author at the top. The content should follow that of a standard research paper: introduction, discussion of problem, methodology, results, conclusion, and references.

A Final Technical Report template is available in the Research Associate Contract or by clicking [HERE](#).

SUMMER FACULTY FELLOWSHIP PROGRAM

AFOSR is a key partner in the accomplishment of the Information Institute®'s collaborative research activities. The mechanism for the AFOSR support to these activities is the Summer Faculty Fellowship Program (SFFP). The SFFP provides an opportunity to each of the AFRL technical directorates to host on-site faculty during the summer time-frame. The SFFP solicitation for proposals for potential associate participation is from September-November prior to the program year. SFFP proposal selections occur in coordination with RI advisors and are completed in the December-February time frame. Award recipients are notified February-March. The on-site tenures occur from May through August of the following summer. For detailed information for this program please reference the SFFP website for all program specific inquiries <http://afsffp.sysplus.com/>.



**LONG TERM RESEARCH
PROGRAMS**



POSITION PROVISIONS AND CONDITIONS

Each program will follow the guidelines set forth in their agreement. However, when AFRL/RI is officially closed related to holiday or inclement weather, access to the Information Directorate is not permitted.

SCIENCE AND TECHNOLOGY FELLOWSHIP PROGRAM

For longer term on-site collaborative research opportunities, interested researchers can consider the AFRL Science and Technology Fellowship Program (STFP) which promotes opportunities by offering postdoctoral, and senior level research opportunities at sponsoring federal laboratories and affiliated institutions. Applications are submitted through an online application system. A candidate may apply for a minimum of 3 months to a maximum of 12 months onsite research and may reapply pending funding availability and advisor review, recommendation, and endorsement. Reviews are conducted four times each year and review results are available to applicants six to eight weeks following the application deadline. For details and latest information, please reference the current Science and Technology Fellowship Program (STFP) website for all program specific inquiries. <http://sites.nationalacademies.org/pga/rap/>. Research Opportunities for AFRL/RI Information Directorate are available through this website.

List of requirements:

- Confirmed PhD
- US Citizenship
- Topic Advisor
- Application against Advisor topic
- Proposal
- Onsite research
- Can work only one government funded task

RI RESEARCH FELLOWSHIP PROGRAM

The RI Research Fellowship Program complements the RI utilization of the AFRL STFP by allowing for additional opportunities to potential applicants whose research may be outside of the published STFP research topics but is otherwise aligned with advisor topics published under the AFOSR Summer Faculty Fellowship Program and/or the RI Visiting Faculty Research Program. It can likewise be used for situations where postdoctoral, and senior level researchers are no longer qualified for extensions. This program also provides a mechanism for PhD candidates to prepare and complete requirements prior to their defense. A candidate may apply for a minimum of 2 months to a maximum of 12 months onsite research and may reapply pending funding availability and advisor review, recommendation, and endorsement. This opportunity is project funded by the advisor pending funding availability and interest in proposal topic. For more information contact the topic advisor and the Information Institute.

List of requirements:

- Confirmed PhD Candidate/Post Docs/Senior PhD

- US Citizen or US Lawful Permanent Residency
- Topic Advisor
- Application against Advisor topic
- Proposal
- Onsite research
- Can work only one government funded task



APPENDIX



FORMS and TEMPLATES

[IN-PROCESSING CHECKLIST](#)

[OUT-PROCESSING CHECKLIST](#)

[AFRL/RI INTELLECTUAL PROPERTY SUMMARY AND HIGHLIGHTS](#)

[MID-TERM STATUS REPORT TEMPLATE](#)

COMMUNICATION LOG TEMPLATE

[DD FORM 882](#) for Visiting Faculty Research Program (VFRP) and Extension Awards (VFRP and SFFP) only

[FINAL REPORT TEMPLATE](#) for Visiting Faculty Research Program (VFRP) and Extension Awards (VFRP and SFFP)

[STUDENT/FACULTY RRS TECHNICAL LIBRARY ACCESS](#)

[RESEARCH ASSOCIATE FELLOWSHIP GUIDE ACKNOWLEDGEMENT](#)

[ACRONYMS and DEFINITIONS](#)

[CALENDAR OF EVENTS](#)

[INFORMATION INSTITUTE® PROGRAM GUIDE ACKNOWLEDGEMENT](#)



IN-PROCESSING CHECKLIST

ACADEMIA IN-PROCESSING CHECKLIST

Name: _____ **Branch:** _____ **Start Date:** _____
Phone Number: _____ **Government Mentor:** _____

ACADEMIA	FUNCTION	BLDG/ ROOM	PHONE	SIGNATURE	DATE SIGNED
IN PERSON	IMMEDIATE SUPERVISOR				
IN PERSON	COMPLETE RRS FORM 110	3/ A1-A	330-5242		
IN PERSON	RIOF (SECURITY FORCE) <small>-ISSUE RRS BADGE (BRING RRS FORM 110)</small>	3/A3	330-2916		
IN PERSON	AFRL DET 4/SE (SAFETY)	2/115-A	330-7233		
IN PERSON	AFOSI	106/W 164	330-4612		
LAST ITEM	RIOF (SECURITY FORCE) <small>(RETURN COMPLETED FORM TO SECURITY)</small>	3/A3	330-2916		

Any question please contact security at 330-2916

Double click on the form to access and use the PDF template

OUT-PROCESSING CHECKLIST

ACADEMIA OUT-PROCESSING CHECKLIST

Name: _____ Branch _____ Start Date: _____

Phone Number _____ Government Mentor _____

ACADEMIA	FUNCTION	BLDG/ ROOM	PHONE	SIGNATURE	DATE SIGNED
IN PERSON	IMMEDIATE SUPERVISOR/ GOVERNMENT MENTOR				
LAST ITEM	RIOF (SECURITY FORCE) (RETURN COMPLETED FORM AND BADGE TO SECURITY)	3/A3	330-2916		

Any question please contact security at 330-2916

Double click on the form to access and use the PDF template

AFRL/RI INTELLECTUAL PROPERTY SUMMARY AND HIGHLIGHTS

1. **PURPOSE:** This Intellectual Property (IP) Agreement describes the disposition of rights in patentable inventions and copyrightable works of authorship that you may solely or jointly create during your tenure as visiting faculty at the Air Force Research Laboratory (AFRL). The terms of this IP Agreement supplement but are not subordinate to the terms of any other agreement or contract you execute to obtain your visiting faculty appointment. Note: your full-time university employer generally has no legal rights to any intellectual property you conceive or author during your visiting faculty tenure as an independent contractor, consultant, or employee of another university, company or non-profit organization.
2. **INVENTION AND PATENT RIGHTS:** The disposition of patentable inventions conceived and or first reduced to practice during your tenure as visiting faculty shall be governed by Title 37 of the U.S. Code of Federal Regulations, Part 401, Subpart 14, restated in part as follows:
 - a. The visiting faculty shall be entitled to own (i.e., retain title) to any inventions made solely by them. The visiting faculty and not AFRL is responsible for filing patent applications on inventions the visiting faculty retains title to. The visiting faculty agrees in advance to grant the U.S. Government a nonexclusive, nontransferable, irrevocable, paid-up license, to practice, or have practiced for or on behalf of the United States, in each invention in which the visiting faculty retains ownership (i.e., title). Inventions for which the visiting faculty retains title are subject to march-in rights pursuant to Title 35 of the United States Code, Part 203.
 - b. The visiting faculty has the option of assigning ownership (i.e., title) of any inventions made solely by the undersigned to the U.S. Government in exchange for AFRL's preparation and prosecution of a patent application on the invention, should AFRL determine in its sole discretion that sufficient Government interest in the invention exists to warrant patent protection. Additionally, in cases where the visiting faculty has assigned his/her interest to the Government, the visiting faculty is eligible to receive a share of royalties that may accrue from any license AFRL executes for that invention. In all instances, royalty sharing is governed by Air Force Instruction.
 - c. For any inventions naming the visiting faculty and an AFRL inventor (joint inventions), the visiting faculty and the U.S. Government shall have ownership in the form of an undivided interest. The undersigned has the option of assigning ownership of his/her interest in joint inventions to the U.S. Government in exchange for a share of royalties that may accrue from any license AFRL executes for that invention, should AFRL determine in its sole discretion that sufficient Government interest in the invention exists to warrant patent protection. The visiting faculty agrees to assist AFRL Patent Counsel in the preparation and prosecution of any assigned invention.
 - d. The visiting faculty shall promptly report all inventions first conceived and or reduced to practice during the visiting faculty tenure to the AFRL Patent Counsel on DD Form 882.

3. **COPYRIGHT:** In the event that copyrightable works are created under this agreement, the visiting faculty agrees to grant in advance to the U.S. Government, and others acting on the Government's behalf, a paid-up license to reproduce the copyrighted work, distribute copies, prepare derivative works, perform the copyrighted work publicly and display the copyrighted work publicly. The visiting faculty further agrees to affix to such work the applicable copyright notice and acknowledge U.S. Government sponsorship to the work. The visiting faculty also agrees that any assignment or license of the copyrighted work will identify the U.S. Government's license to the work as prescribed herein.
4. **PUBLICATIONS:** The visiting faculty agrees that publications or presentations of information developed during their tenure as visiting faculty and co-authored by a government employee shall be subject to the AFRL public affairs approval process. The visiting faculty further agrees that publications or presentations of information developed during their tenure as visiting faculty shall properly acknowledge AFRL Information Directorate sponsorship and will be coordinated with their AFRL advisor for technical review prior to submission for publication.
5. **DATA RIGHTS:** The visiting faculty agrees that all data generated during their visiting faculty tenure shall be delivered to AFRL with unlimited rights as defined in DFARS clause 252.227-7013, "Rights in Technical Data - Noncommercial items," and DFARS clause 252.227-7014 "Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation."
6. **CHOICE OF LAW:** This Agreement shall be governed by the laws and courts applicable to the United States of America.
7. **ENTIRE AGREEMENT:** This Agreement constitutes the entire Agreement concerning the subject matter hereof, and supersedes any prior understanding or written or oral agreement relative to said matter.
8. The undersigned visiting faculty acknowledges and agrees to all of the above terms and conditions set forth in this Agreement:

Visiting Faculty (Print Name)

Signature

Date

By signing this document you are acknowledging receipt of the summary and highlights, which does not supersede FAR guidance from your Prime Contractor. Refer to your Prime Contractor for details.

MID-TERM REPORT TEMPLATE

The following Mid-Term Status Report template is designed to provide a one page synopsis of work at the midpoint of your agreement. Provide highlights in each category to present a picture of the task, the progress of the task, the issues encountered, and the proposed direction toward resolution/results. Submit through the [document submission portal](#). A reminder will be issued by the GI Program Analyst managing research agreements.

To access the form, double click on the verbiage above.

Required for VFRP contracts only

COMMUNICATION LOG TEMPLATE

Research Associate Name	
Advisor Name	
Contract #	

Communication Log

Date	Purpose (Team meeting, Zoom meeting, one-on-one collaboration, research discussion, etc)	Communication Method (Email, phone, text, TEAMS, Zoom, etc)

To access the form, double click on the verbiage above.
Required for VFRP contracts only

REPORT OF INVENTIONS AND SUBCONTRACTS FORM

REPORT OF INVENTIONS AND SUBCONTRACTS <i>(Pursuant to "Patent Rights" Contract Clause) (See Instructions on back)</i>		Form Approved OMB No. 0095 Expires Jan 31, 2008
<p>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (5000-0095). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE CONTRACTING OFFICER.</p>		
1. a. NAME OF CONTRACTOR/SUBCONTRACTOR c. CONTRACT NUMBER		3. TYPE OF REPORT (X one) a. INTERIM b. FINAL
b. ADDRESS (Include ZIP Code) d. AWARD DATE (YYYYMMDD)		4. REPORTING PERIOD (YYYYMMDD) a. FROM b. TO
SECTION I - SUBJECT INVENTIONS		
5. "SUBJECT INVENTIONS" REQUIRED TO BE REPORTED BY CONTRACTOR/SUBCONTRACTOR (If "None," so state)		
NAME(S) OF INVENTOR(S) <i>(Last, First, Middle Initial)</i> a.	TITLE OF INVENTION(S) b.	DISCLOSURE NUMBER, PATENT APPLICATION SERIAL NUMBER OR PATENT NUMBER c.
EMPLOYER OF INVENTOR(S) NOT EMPLOYED BY CONTRACTOR/SUBCONTRACTOR (1) (a) NAME OF INVENTOR <i>(Last, First, Middle Initial)</i> (b) NAME OF EMPLOYER (c) ADDRESS OF EMPLOYER <i>(Include ZIP Code)</i>	DISCLOSURE NUMBER, PATENT APPLICATION SERIAL NUMBER OR PATENT NUMBER d.	ELECTION TO FILE PATENT APPLICATIONS (X) (1) UNITED STATES (a) YES (b) NO (2) FOREIGN (a) YES (b) NO
EMPLOYER OF INVENTOR(S) EMPLOYED BY CONTRACTOR/SUBCONTRACTOR (1) (a) NAME OF INVENTOR <i>(Last, First, Middle Initial)</i> (b) NAME OF EMPLOYER (c) ADDRESS OF EMPLOYER <i>(Include ZIP Code)</i>	g. ELECTED FOREIGN COUNTRIES IN WHICH A PATENT APPLICATION WILL BE FILED (1) TITLE OF INVENTION (2) FOREIGN COUNTRIES OF PATENT APPLICATION	CONFIRMATORY INSTRUMENT OR ASSIGNMENT FORWARDED TO CONTRACTING OFFICER (X) e.
SECTION II - SUBCONTRACTS (Containing a "Patent Rights" clause)		
6. SUBCONTRACTS AWARDED BY CONTRACTOR/SUBCONTRACTOR (If "None," so state)		
NAME OF SUBCONTRACTOR(S) a.	ADDRESS (Include ZIP Code) b.	FAR "PATENT RIGHTS" SUBCONTRACT NUMBER(S) c.
DESCRIPTION OF WORK TO BE PERFORMED UNDER SUBCONTRACT(S) d.	DATE (YYYYMM) (1) CLAUSE NUMBER (2) DATE (YYYYMM)	SUBCONTRACT DATES (YYYYMMDD) (1) AWARD (2) ESTIMATED COMPLETION
SECTION III - CERTIFICATION		
7. CERTIFICATION OF REPORT BY CONTRACTOR/SUBCONTRACTOR (Not required if (X) as appropriate) I certify that the reporting party has procedures for prompt identification and timely disclosure of "Subject Inventions," that such procedures have been followed and that all "Subject Inventions" have been reported.		
NAME OF AUTHORIZED CONTRACTOR/SUBCONTRACTOR OFFICIAL (Last, First, Middle Initial) a.	TITLE b.	SIGNATURE c.
		DATE SIGNED d.

DD FORM 882, JUL 2005 Adobe Professional 7.0

Reset

<http://www.dtic.mil/whs/directives/forms/eforms/dd0882.pdf>

Hold the CTRL key and click on the link to access the form.

Required for VFRP contracts only

REPORT OF INVENTIONS AND SUBCONTRACT STATEMENT

Research Associates will complete a DD FORM 882, "REPORT OF INVENTIONS AND SUBCONTRACT" in accordance with their signed contract. This form is used to report any inventions resulting from work done under the Visiting Faculty Research Program or RI Research Fellowship Program. If there are no such inventions to report, write the following statement in Field 5b:

"I have no inventions to report as a result of my work on the AFRL/RI Visiting Faculty Research Program 20XX."

REPORT TITLE (CAPITAL LETTERS)

**Name, Title, Professor of (Discipline), Academic Department
University, City, State**

Final Technical Report for Visiting Faculty Research Program

AFRL/RI, Rome, NY

Month 20XX

Advisor:

REPORT TITLE

**Name, Title, Professor of (Discipline), Academic Department
University**

Abstract

Abstract text (maximum one page)

REPORT TITLE

Name, Title

INTRODUCTION

DISCUSSION OF PROBLEM


METHODOLOGY

RESULTS

CONCLUSION

REFERENCES

Access ALL the Technical Library's electronic resources
with a tap of a finger.




AFRLROME

AFRLROME Research Library mobile APP

<https://a94029.eos-intl.net/A94029/OPAC/Index.aspx>

free download



Also search for **AFRLROME** in Google Play store, Kindle store, and Apple App Store

EXPLORIT!

Federated Searching at Your Fingertips

FORGET Limitations in finding literature to support your research, education or job responsibilities! You no longer have to search each database individually, you have the power to search multiple databases with one query. For example, find full text and bibliographic records on "Software Defined Networking" in DTIC, IEEE, eBrary, the online catalog and Engineering Village simultaneously. This search resulted in 608 citations, which can be further filtered by topics, publications, years, etc.

Access via Tiny URL: <http://tinyurl.com/RomeDB>

-- login with username/password

EXPLORIT! box on the right panel

Use Simple Search Box or Select 'Go to Advanced Search'

Access via AFRLROME APP: <http://afrlrome.boopsie.com>

— tap on 24/7 Online Resources

EXPLORIT! tap on icon

login with username/password

Your username/password are the same as what you use to access your account in the Technical Library Catalog. If you need a login and password, send a message to tech.library@us.af.mil or call/visit with Samantha or Ashley at 330-7607. The Technical Library is in Bldg 3 near the Canteen.

Summer Student/Faculty Access to the RRS Technical Library

The Rome Research Site Technical Library is located in Building 3 adjacent to the common area and canteen. Summer students and faculty may utilize the physical facilities and on-site collections without permissions.

To borrow materials from the library and to access those online resources not dependent on a Common Access Card (CAC), summer students and faculty require permissions from their respective division and sponsor/advisors. This is an optional method of allowing summer faculty and student to borrow material. The primary method is for the sponsor/advisor to sign out materials for summer students and faculty each time.

The sponsor/advisor acts as the library representative and is responsible for following up on all overdue materials. The summer staff will present this signed form to the Library Technicians who will set up a temporary account in the integrated library system. This account will grant access as described above.

One Form Per Person

Permissions to borrow materials and access online resources are granted to:

Name: _____

Division: _____

Sponsor/Advisor: _____

Sponsor/Advisor Email: _____

Sponsor/Advisor Phone: _____

Sponsor/Advisor Signature: _____

Date: _____

Printable form for wet signature. Complete and scan to file for submission.



**ACRONYMS, EVENTS CALENDAR
AND ACKNOWLEDGEMENT**



ACRONYMS and DEFINITIONS

AF – Air Force

AFOSR – Air Force Office of Scientific Research

AFRL/RI – Air Force Research Lab, Rome, NY

CD – Compact Disc

DD FORM – Department of Defense Form

DVD – Digital Video Disc

ID badges– Identification badge for visiting faculty or fellows

II – Information Institute[®]

IP – Intellectual Property

IT – Information Technology

GSA – General Services Administration

PA – Public Affairs

PDF – Portable Document Format

POC – Point of Contact

RI – Information Directorate Identifier Code

RIB – Strategic Planning and Integration Division Identifier Code at AFRL/RI Rome Research Site

RRS – Rome Research Site

SFFP – Summer Faculty Fellowship Program

STFP – Science and Technology Fellowship Program

US – United States

VFRP – Visiting Faculty Research Program

2022 SUMMER RESEARCH PROGRAM SCHEDULE

2021

- September 1 Accepting Summer Faculty Fellowship Program (SFFP) applications
- October 16 Accepting Visiting Faculty Research Program (VFRP) applications from Information Institute® members
- November 1 Accepting Visiting Faculty Research Program (VFRP) applications from general public
- November 30 Summer Faculty Fellowship Program (SFFP) application process closed

2022

- January 16 VFRP application competition closed
- Mid-March VFRP selection notification
- March 25 VFRP selectees acceptance letters due
- April 22 Contracts completed
- May 2 VFRP and SFFP begin
- May 26 First Summer Program Introduction/Orientation
- May 30 Memorial Day (HOLIDAY)
- June 16 Second Summer Program Introduction
- June 20 Juneteenth (observed)
- July 4 Independence Day (HOLIDAY)
- July 14 II Technical Networking Interchange & Poster Session
- July 15 Call for Extension Award Proposals
- July 21 End of Year Technical Offsite Exercise (TOE)
- July 31 Extension Award Proposals Due
- September 1 Extension Award Contact Execution
- September 5 Labor Day (HOLIDAY)
- September 16 VFRP ends; Summer Research Associate's Final Technical Reports Due
- October 31 Extension Award Final Technical Reports Due

The Final Invoice or Extension Award Invoice will not be paid until the Final Technical Report, a Report of Inventions and Subcontracts form (DD FORM 882), the Summer Research Survey, and a signed technical review by the Advisor is received by the Information Institute® Office.

INFORMATION INSTITUTE® PROGRAM GUIDE ACKNOWLEDGEMENT

By my signature, I acknowledge I have read and understand the AFRL/RI and the Information Institute® policies, procedures, and requirements as explained in the 2022 INFORMATION INSTITUTE® PROGRAM GUIDE – Faculty/Student Edition.

NAME/SIGNATURE: _____

DATE: _____

Submit this signed acknowledgement with your contract by clicking the [Document Submission](#) link.

Printable form for wet signature. Complete and scan to file for submission.



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