

AURA Policies and Procedures

(all procedures underneath an AURA Policy are procedures applicable to NSF Centers only)

Section A-AURA Organization, Structure, General Policies

I. AURA Organization

II. Role, Responsibilities, and Relationships of the President of AURA

III. Role and Responsibilities of Center Directors

IV. Visiting Committees

V. Evaluation of the AURA President and Center Directors

VI. Closure of Board and Committee Meetings

VII. Business Ethics

VIII. Whistleblower Policy

IX. AURA Policy Governing Conflict of Interest

COI Procedures for NSF Centers including CAS and HR:

- **All employees:** At the beginning of each calendar year, every AURA employee must complete the annual conflict of interest (COI) certification/disclosure form posted to the Web Time Sheets application by the assigned due date.
- **Procurement:** Procurement and center/corporate staff involved in procurement activities must comply with the AURA Policy governing conflict of Interest as well as the terms of the conflict of interest polices set forth, the AURA Procurement Policies and in the CAS Procurement Procedures.

X. Records Retention

- CAS Implementation Procedures Applicable to “Attachment A to AURA Records Retention Policy” (for NSF-funded Centers)
- PPWG will develop procedures

XI. Intellectual Property Policy

- PPWG will develop procedures

XII. Availability of Information

- PPWG will develop procedures.

XIII. Business Insurance

XIV. Export Control

- Annual ECAT Awareness Training is required to be completed in January of each year.

XV. Classified Research

XVI. Liability Disclaimer Regarding Users’ Property

- Procedure for administering “Liability Disclaimer regarding Users’ Property” Policy
- Liability Disclaimer Forms

XVII. Guidelines for International Members

XVII. A Charter for the Management and Operation of AURA’s Observatory in Chile

XIX. AURA Policy governing Responsible Conduct of Research

- Responsible Conduct of Research Training Procedures for Post-doctoral Fellows, Graduate and Undergraduate Students administered by NSF Human Resources
- PPWG developing procedures for handling cases of research misconduct

- PPWG developing guidelines for scientists for avoiding research misconduct claims

Section B-Personnel Policies and Procedures

I. Employment and Reassignment

- [AURA Teleworking and Remote Working Guidelines and Procedures for: AURA Corporate, AURA Central Administrative Services, AURA Human Resources for NSF Centers and AURA NSF Centers](#)
- [Teleworking Agreement](#)
- [Remote Working Agreement](#)

II. Tenure

III. Employment and Appointments of Research Science Staff

IV. Compensation

V. Termination of Employment

VI. Termination of Employment Research Science Staff

VII. Outside Employment, Professional Consultation and Teaching by Staff

VIII. Absences

IX. Employee Benefits Program

X. Personnel Classifications and Definitions

XI. Wages and Hours Reported

- Helpful Tool: [Link to Tutorials for Web time Sheets in English and Spanish](#)

XII. Physical Status and Examination

XIII. Appraisal of Work Performance

XIV. Employee Suggestions

XV. Safety and Health

- Center Policies and Procedures

XVI. Selective Service Deferments

XVII. Personnel Records and Information

XVIII. AURA Grievance Policy and Procedures

XIX. Reimbursement of Travel Expenses

- [Accountable Plan Memo](#)
- Procedures for Reimbursement of Temporary Dependent Care Costs

Helpful Tools: [Link to CAS Travel Manual](#)

[Link to TER form](#)

[Link to TER Manual](#)

XX. Use of Government Vehicles

- Vehicle Usage and Driving Procedures

XXI. Equal Employment Opportunity and Affirmative Action Plan

XXII. Performance Counseling and Discipline

XXIII. Unique Policies and Procedures Chile

XXIV. Gratuities

XXV. Standards of Workplace Conduct

- Standards of Workplace Conduct Notice to Vendors, Participants in AURA Programs/Activities and Visitors to AURA Centers and Facilities and Acknowledgement Form

XXVI. [Communicable and Life-threatening Illness Policy](#)

XXVII. [AURA Center Employee Congressional Relations](#)

XXVIII. [Drug-free Workplace](#)

XXIX. [AURA Awards](#)

XXX. [Sabbatical leave for Research Science Staff](#)

XXXI. [Relocation Policy](#)

- [Relocation Procedures for New and Existing Employees at NSF-funded AURA Sites located within the U.S.](#)
- [Relocation Procedures for New and Existing Employees who originate from a country outside the U.S. and accept a Position at an NSF-funded AURA Site located in the U.S.](#)

XXXII. [AURA Pre-employment Screening Policy](#)

XXXIII. [Americans with Disabilities Act](#)

Section C-AURA Financial Policies and Procedures

I. [Corporate Investment Guidelines](#)

II. [Corporate Commitment and Signature Authority](#)

- Delegation of Authority to NSF Procurement Manager

III. [Corporate Vehicle Fleet Chile](#)

- AURA Vehicle Fleet Rental Policy-AURA-O

IV. [AURA Fund Raising Policy](#)

V. [AURA Procurement Policy](#)

AURA Procurement Policies and Procedures (link to separate document)

- [English version](#)
- [Spanish version](#)

[Cost Book Policy and Procedures Manual](#)

Image Use Policy

GSA Travel Letters for NSF Centers issued by NSF

AURA IT Policies for the Corporate Office

- [Acceptable Use Policy](#)
- [Monitoring Policy](#)
- [User Account Policy](#)
- [Password Policy](#)
- [Account Lockout Policy](#)
- [Hardware and Software Acquisition and Use](#)
- [Network Connection Policy](#)
- User Account FAQs

Center IT policies

You could post a link to NOAO CIS Policies, etc.
NCOA Cybersecurity Program Master Policy & Procedures Document

Other AURA Corporate Policies which govern NSF Centers

- AURA Fee Policy
- AURA Unfunded Liabilities Policy
- AURA Proposal Requirements for Submission of Proposals to the AURA Board of Directors for Approval

CAS Charter governing Services Provided and CAS Policies and Procedures governing Business Activities of NSF Centers

- [CAS Charter](#)
- AURA Indirect Cost Policy and Procedures
- [Award Management Polices Manual](#)
- [CAS Procurement Procedures \(including Logistics requirements and Procedures\)](#)
- [CAS Property Manual](#)
- [PIMA Users' Manual](#)
- CAS Travel Manual
- [Corporate Office and Central Administrative Services Fiscal and Accounting Processes and Procedures for NSF Centers](#)
- Fee Policy
- Proposal and Award Management Procedures
- [Working Meals Policy](#)

CAS IT Applications applicable to Center Business Activities

Vela Compliance Verification Procedures

Groups responsible for development/revision of AURA Policies

- AURA Board of Directors
- AURA Regulatory Compliance Policy Committee

[HR \(NSF Centers\)](#)

[Inter-Center Recruitment Policy](#)

HR Employee Manuals (being revised)

HR brochures and manuals

National Science Foundation (NSF) requirements and regulations:

- [NSF Cooperative Agreement Financial and Administrative Terms and Conditions](#)
- [NSF Cooperative Agreement Modifications and Supplemental Financial and Administrative Terms and Conditions for Major Multi-user Research Facility Projects and Federally Funded Research and Development Centers](#)
- [Proposal and Award Policies and Procedures Guide \(2019\)](#)
- [NSF Major Facilities Guide \(2019\)](#)
- [NSF Business Systems Review Guide \(2013\)](#)
- [Uniform Administrative Requirements, Cost principles and audit Requirements for Federal awards 2 CFR 200 \(see Subpart E for allowable costs principles\)](#)
- [Fly America Act information](#)

Authority to Promulgate and Amend AURA Policies

- The authority to promulgate AURA-wide policies is vested in the AURA Board of Directors by the AURA Bylaws.
- The AURA Board of Directors has created the Regulatory Compliance Policy Committee, a subcommittee to which the AURA Board of Directors has delegated authority to make regulatory changes to AURA policies. The AURA Regulatory Compliance Policy Committee (ARPCPC) is composed of one member from each AURA Center and a representative from the AURA corporate office. Currently, the PPWG is composed of the following individuals:
 - Val Schnader Corporate Office
 - Daniel Calabrese LSST Project Office & NSF's OIR Lab
 - Carolyn Watkins National Solar Observatory
 - Nancy Olyha STScI
 - Diego Correa Gemini
 - Deborah Gronet ARPCPC advisor

AURA Procedures required by AURA Policies

- The Policy and Procedures Working Group (PPWG) is responsible for developing uniform procedures for NSF Centers that implement AURA policies. The PPWG is composed of the following individuals:
 - Daniel Calabrese LSST Project Office and the NSF's OIR Lab
 - Jen Ditsler NSO
 - Diego Correa Gemini
 - Deborah Gronet PPWG Chair