



National Consortium for Remote Sensing
Education, Research, and Applications

Incorporated 2003

Affiliate Member Application Instructions 2009

Deadlines: Applications are accepted year-round.

Eligibility: Open to accredited degree-granting institutions in states that are not already represented by a StateView Affiliate or Full Member Consortium.

Questions: Questions concerning the application process should be directed to Dr. Rick Landenberger, Executive Director of AmericaView, Inc. as follows:

Email: rlanden@mail.wvu.edu
Phone: 304-293-9468
Office Hours: M-F 9:00AM - 5:00 PM (EST)

I. AMERICAVIEW MEMBERSHIP CATEGORIES & AFFILIATE MEMBER REQUIREMENTS

A. Membership Categories

AmericaView Inc. is a non-profit organization comprising state remote sensing consortia. AmericaView Inc. was formed in 2003 with funding from the US Geological Survey, and currently comprises 33 state consortia. More information on AmericaView Inc. can be found at www.americaview.org.

There are two levels of AmericaView Inc. Membership:

1. **Affiliate Membership.** New state consortia first join AmericaView as Affiliates. Affiliate membership carries no annual funding benefits, although Affiliates are entitled to a variety of other privileges and benefits, and agree to participate in various activities and to support the goals of AmericaView in their states. New affiliate members are accepted year-round.
2. **Full Membership.** Full Members have full voting privileges, and receive base funding from AmericaView Inc. in the form of annual grants. State consortia that have been Affiliates of AmericaView for one year may apply for Full Membership through an annual request for proposal opportunity. State consortia with successful proposals are granted Full Membership. New Full Members are funded as additional baseline funding becomes available.

B. Basic Affiliate Member Requirements

- **Only 1 Member Consortium per State.** Membership in AmericaView Inc. is based upon states and territories of the United States. There may be only one Member (irrespective of whether Affiliate or Full) per state or territory. A current directory of all Members may be found at www.americaview.org.
- **Non-Profit University.** Each Member or potential Member consortium designates a lead institution to represent their consortium. The lead institution is called the **Member of Record**. The Member of Record *must* be a non-profit University or College.
- **Consortium Requirement.** Lead institutions may apply for Affiliate Membership without having yet formed a StateView consortium, but must be willing to develop such a consortium as a condition of continued membership.
- **StateView Program Partner Requirements.** The composition of StateView consortia, and the relationships between partners within those consortia, is determined by the individual consortia. However, StateView partners should meet these guidelines:
 - StateView partners must be based in the consortium's state, and support the geospatial research, education, data archive/distribution, and/or application needs of the state's constituency.
 - Partners may include for-profit institutions as a separate category of consortium membership; when Affiliate Members become Full Members, for-profit institutions will not be able to receive direct AV Inc. funding from the consortium.
 - StateView partners should agree to participate in and contribute to the consortium.
 - StateView partners may include any of the following entities: universities, state or local government agencies, state offices of federal agencies, and/or non-profit public sector organizations.
- **Compliance with Bylaws and Policies.** Affiliate Members are required to abide by the bylaws, policies, and other procedural guidelines of AmericaView, Inc.

Completion and submission of an affiliate membership application package, per these guidelines, signifies the applicant's willingness and ability to comply with each of the membership and participation requirements listed above.

II. Applying for Affiliate Membership

A. Submission Instructions

Completed applications, including any supporting letters, should be submitted preferably as an electronic document (Adobe PDF file, or otherwise in Microsoft Word format). *The application should follow the format specified in Section III, below.*

Applications should be e-mailed or sent to:

E-Mail Address: rlanden@mail.wvu.edu
Mailing Address: Rick Landenberger
AmericaView Inc.
Department of Geology & Geography
West Virginia University
PO Box 6300
Morgantown WV, 26506-6300

B. AmericaView Inc. Review & Notification Process

1. **Confirmation (within 24 hours):** The Executive Director will email the applicant to confirm that the application and University letter of endorsement materials have been received and to verify that the materials are complete and ready for review.
2. **Review (15-30 days):** Complete application packets will be forwarded for review within the AmericaView Board of Directors. This process generally takes 15-30 days.
3. **Vote:** At the next regularly scheduled meeting of the Directors (conducted the second Wednesday of each month), Board members will have an opportunity to comment on the application. A vote to accept or decline the application will be conducted. Decisions are rendered through simple majority.
4. **Notification (24 hours):** Within 24 hours of the vote, the board chairman will forward an e-mailed letter of notification to the applicant.
5. ***Letter of Acceptance:** If the applicant has been accepted for membership, an original signature letter of acceptance and welcome will be sent within 1 week. The letter of acceptance will serve as the official point of reference for the new affiliate's effective date of membership. If the application has been declined, a letter of explanation will be sent within 2 weeks.

***NOTE:**

AmericaView, Inc. accepts applications for new Affiliate memberships year round. In general, applicants should anticipate that it will take approximately 30-45 days to complete the review and notification process.

Prospective new members should note that a state consortium must be an Affiliate Member for one full calendar year before becoming eligible to apply for funding as a Full Member. The RFP for new Full Members is typically conducted during the May-June time frame each year. The one-year eligibility requirement for participating in this process is determined by the date of issue of the Request for Proposals and the date on the affiliate member's official Letter of Acceptance.

III. FORMAT FOR THE APPLICATION

- A. **Cover page:** Please use AV Affiliate Application cover form, available through the AmericaView website.
- B. **Body of Application** (Maximum of 5 pages; Times New Roman, 12 pt font, single spacing)
 - a. **Statement of Need**
Provide a short statement that explains why the proposed StateView consortium is needed. In particular, briefly identify the state's primary remote sensing user communities - including academic, federal and state, and public sector users - and provide a short characterization of how those communities' needs are or are not being met by the remote sensing resources currently available within the state.
 - b. **StateView Consortium Information**
If the consortium is already in existence, provide brief background on the history of the organization. If the consortium has not yet been established, describe the process by which one will be formed.
 - c. **Contributions and Capacity of the StateView Consortium**
Briefly describe the current remote sensing research, education, service, as well as the potential future contributions, of the Member of Record and the partners who have agreed to be part of the consortium. In addition be sure to describe current and potential geospatial data archiving activities and plans.
 - d. **Consortium Goals and Significance to AmericaView, Inc.**

Provide a short list of the major goals of the consortium or potential consortium, and relate those goals to the activities and mission statement of AmericaView Inc:

AmericaView is a locally controlled and nationally coordinated program to advance the availability, timely distribution, and widespread use of remote sensing data and technology through education, research, outreach, and sustainable technology transfer to the public and private sectors.

(See also <http://www.americaview.org/mission.htm> for a more detailed discussion of AmericaView's mission and goals.)

e. **Benefit to State User Community**

Explain how the StateView consortium's goals and anticipated activities will address the needs of, and be of benefit to, the state remote sensing user community.

C. **Appendix** (Not part of 5 page limit)

- a. **Curriculum vitae.** CVs of individuals (maximum of 3) who will play a major role in the consortium. Each CV should be 2 pages or less.
- b. **Institutional Endorsement:** Institutional endorsements lend credibility to the applicant's proposed activities. Letters of endorsement from appropriate individuals (e.g. the Vice President for Research or other "granting" authority) at the applicant's institution are highly encouraged.
- c. **Supporting letters from partners or potential partners.** It is not required that a StateView consortium be established prior to submitting an application to AmericaView Inc. However, continued membership in AmericaView Inc. will require the development of a StateView consortium. Therefore, statements of interest or letters of support from potential state consortium members will lend credibility to an application and are strongly encouraged.

It is suggested that letters of support should include, or at least address the intent of, the text below:

"I acknowledge that my organization is identified as a consortium member in the proposal to develop an AmericaView consortium in _____. I understand that the extent and justification of my participation as stated in this proposal will be evaluated in the event that the consortium seeks Full Member status in AmericaView."