
Academic Affiliate Program Program Guide

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The NISS Academic Affiliate Program (AAP) Guide provides detailed information to assist Academic Affiliates in understanding how to efficiently and effectively utilize the many benefits available through the AAP.

1. AAP Membership

The annual fee for membership in the AAP is \$3,000. This is invoiced to the Affiliate annually on or about 90 days prior to renewal unless otherwise agreed to by NISS and the Affiliate.

Once an academic department/program joins the AAP, they receive a framed Certificate attesting to their AAP membership which can be displayed in their department/program office. Each Academic Affiliate will receive a NISS AAP logo image indicating the Affiliate's membership in the AAP which they can add to their web site to highlight their affiliation with NISS. Additionally, each Academic Affiliate will have a link on the NISS website that will connect to a description of their department/program.

2. NISS Academic Affiliate Contacts

There are two primary contacts at NISS who can address questions or issues related to the Academic Affiliate Program. For issues related to NISS co-sponsored programs, short course development and other NISS programs, Affiliate Liaisons can contact the Academic Affiliate Program Director

Lingzhou Xue

Email: LXue@niss.org

Phone: (814) 865-1290

For issues related to membership, billing, Affiliate Award Funds and other administrative issues, Affiliate Liaisons can contact the Academic Affiliate Program Administrator

Randy Freret

Email: RFreret@niss.org

Phone: (202) 800-3880.

3. Academic Affiliate Contacts

Typically there are three Affiliate contacts that play a role in the Academic Affiliate Program. The Department/Program Chair who has budgetary responsibility for the Affiliate Program membership. The annual invoice will be sent to the Department/Program chair.

The Primary Liaison is often chosen to be a midlevel or senior faculty member who will be responsible for communications within the Academic Affiliate regarding the benefits available through the Affiliate Program. The Primary Liaison will typically have the ongoing interaction with NISS regarding the Affiliation Program.

The Associate Liaison will work with the Primary Liaison and is often an assistant professor who may most benefit professionally from their interaction with the NISS Affiliate network.

The Liaisons will interact with the Program Director in the annual planning and organizing of workshops, conferences, short courses, networking opportunities such as meet-ups and other activities undertaken by the Academic Affiliates.

4. Academic Affiliate Award Fund

Half of the Academic Affiliate Program membership fee (\$1500) is allocated to the Affiliate Award Fund (AAF) which is established by NISS for the Affiliate. The AAF is available to the Affiliate to:

- Support travel and registration to attend all NISS sponsored or co-sponsored conferences, workshops and short courses, all CANSSI events, all SAMSI events and all statistical conferences at the North American mathematical and statistical institutes. Some professional society meetings that NISS sponsors, notably CSP, ENAR / WNAR, and WSDS, are also eligible (JSM, SIAM, and IMS, are not eligible); and

- Support costs, up to \$1,000, associated with an Affiliate hosting a conference, workshop or short course which is co-sponsored with NISS (note that such an event would be eligible for other Academic Affiliates to use their AAF to support the attendance of their faculty and students).

The balance of the Academic Affiliate's AAF from one membership year can be used over a two year timeframe assuming the Affiliate remains an active member of the AAP over that period and then expires. All balances expire automatically upon non-renewal by an Affiliate.

In general, any transportation, lodging or subsistence expense may be reimbursed from the Affiliate's AAF, with the following exceptions:

- Only domestic coach air fares will be reimbursed.
- Additional personal nights in a hotel before or after the "official" part of an eligible event will not be reimbursed.
- Travelers are encouraged to stay at the event designated hotel where they may receive a favorable rate. Those staying elsewhere will not be able to claim more than the cost of staying at the designated hotel.
- Personal expenses incurred while on travel, such as laundry, telephone calls and internet access, are not reimbursable.
- Entertainment expenses and alcoholic beverages are not reimbursable.
- The per diem for meals is \$12 for breakfast, \$15 for lunch and \$30 for dinner. Any meals furnished by the event/program may not be claimed whether eaten or not.

To claim travel reimbursement from an Affiliate's AAF, the Affiliate Liaison should follow the instructions below:

1. Download and complete the Authorized Reimbursement Form to request reimbursement for authorized expenditures that are associated with the Affiliate Award Fund.

[Authorized Reimbursement Form \(.xls\)](#)

Tab 1 and 2 of the spreadsheet are instructions and Tab 3 contains the expense form to complete and submit to NISS. If you experience difficulty opening the spreadsheet, paste the following link into your browser:

https://www.niss.org/sites/default/files/static_page_attachments/TravelExpenseForm.xlsx

2. Print out the completed pages and be sure to have the traveler **sign the bottom right corner** of the expense report - reimbursement cannot be accepted without a signature.
3. Reimbursements must be approved by the Primary Liaison at the Academic Affiliate. Include this as part of your completed report.
4. Scan the completed, signed and approved form, including all receipts for expenses being claimed, and include as an email attachment to:

officeadmin@niss.org

Please note that NISS follows the U.S. government regulations that pertain to government employees with respect to expenses.

To ensure the applicability of the AAF to a specific event or to answer any questions relating to the reimbursement of expenses, the Affiliate Liaison should contact the Program Administrator.

5. Networking/Professional Development Opportunities

NISS provides a variety of professional development and networking opportunities which are available to their Academic Affiliate members. The Program Director will work with the Academic Affiliate Liaisons to plan and develop conferences, short courses and networking events to address the needs of the Academic Affiliates. These events may be technical in nature or focus on topics related to career development but all provide opportunities for members to network with others.

In addition, the Program Director will work with Liaisons who want NISS to co-sponsor an event at the Liaison's institution. Support for this activity includes promotion of the event on the NISS website and monthly communications as well as making travel funds available to other Academic Affiliates through their AAF accounts.

Opportunities may also arise for Academic Affiliates to interact with our Industry and Government/National Lab Affiliates. AAP Liaison's can use the NISS Affiliate web site to identify and contact Liaisons from other Affiliates to explore topics of interest and to expand their professional network.

6. AAP Communications

NISS provides a variety of communications to help the Academic Affiliates utilize the AAP effectively. The Affiliate should expect to receive the following from NISS:

- Biannual statements indicating the current status funds available to the Academic Affiliate in their AAF account will be sent to the department/program chair and the Primary and Associate Liaisons.
- Monthly notices of upcoming opportunities and events of interest to the Academic Affiliates will be emailed to the Primary and Associate Liaisons for distribution to their colleagues.
- The Quarterly Affiliate Newsletter which describes topics of interest to all Affiliates will be emailed to the Primary and Associate Liaisons for distribution to their colleagues.
- The Primary Liaison may submit notices of faculty openings at the Academic Affiliate to the Program Administrator for posting on the NISS website.
- NISS will communicate early postings to AAP Liaisons for open post-doc positions at NISS. NISS will also give priority consideration to applicants for open post-doc positions at NISS who come from Academic Affiliates.