EXHIBIT 1

MINES RESEARCH INCENTIVE PROGRAM
PROCESS and PROCEDURES

The process and procedures outlined below are set out to implement the Mines Research Incentive Program ("MRIP"). The process and procedures will be monitored and updated, as necessary.

1.0 Application Process

Each spring, Academic Affairs will notify faculty of the upcoming MRIP application deadlines, provide copy of the program requirements and application packet. The application process will follow the following schedule with exact dates identified each year.

General Timeline	Step	Responsible Party
April	Application Announcement	Academic Affairs
May – June	Application Preparation	MRIP Faculty
July	Application Due to Department Heads	MRIP Faculty
Mid July	Applications Due to ORA	Department Heads
Mid July	Applications Due to Dean	ORA
End of July	Applications Due to Provost	Dean
Beginning of Aug	Approval/Denial Notifications to MRIP Faculty	Academic Affairs
Mid Aug	Appeals Due	MRIP Faculty
Late Aug	Final Determination of Appeals	Academic Affairs
Sept	Approved Applications due to Budget & Payroll	Academic Affairs

2.0 Application Preparation

Faculty must fully complete and submit the MRIP Application by the deadline in order to have their application considered. Applications will include at a minimum:

2.1 Confirmation of Eligibility requirements

2.2 Available Funding. Faculty must solicit PI/Fund Manager certification for all eligible funds used for the MRIP prior to submitting their application.

2.3 Certification for faculty compliance in the MRIP requirements

2.4 If a faculty member is applying for MRIP and will be on sabbatical during the Program Period, the faculty must supply additional

information on how they will be performing research during the sabbatical as an attachment to the application.

Faculty will provide any necessary documents needed for review of the application. This may include annual documentation of teaching and service activities and research group support.

3.0   Application Review

MRIP Applications will be reviewed by the applicable Department Head, the Office of Research Administration (ORA) and Dean.

3.1   Department Head Review

Department Head will review applications to ensure that:

3.1.1   The requesting faculty member meets all of the MRIP Eligibility requirements;

3.1.2   Graduate student and research staff support, salary threshold levels, and research equipment needs are all covered financially.

If the Department Head does **not** recommend a faculty member's application for any reason, the following process shall be followed:

1. The Department Head should meet with the faculty member to discuss the relevant concern, and seek resolution.

2. If the Department Head is not satisfied that funding requirements can be met, the Department Head will inform the Dean. If the Dean concurs, the Dean will communicate the finding to the faculty member and provide the faculty member an explanation. If the funding requirements can be reached and approved by the Department Head and Dean according to a timeline produced by the Dean and prior to the deadline for submission to the Provost, a revised proposal may be approved.

If the proposal is not endorsed by the Department Head because the faculty member does not meet the minimum eligibility criteria, the Department Head will inform the Dean. If the Dean concurs with the Department Head, the application will be rejected.

Department Heads will provide any necessary documents needed to review the application. This may include annual documentation of past reviews, teaching and service activities and research group support.

3.2   Office of Research Administration (ORA) Review

ORA will review funding sources identified in the MRIP application to confirm the availability of identified research funds. ORA will also confirm that the faculty's member's research portfolio is in good standing as it relates to the MRIP.

3.3 Dean Review

The Dean will review proposals and forward all applications with their signed recommendation to the Provost.

Deans will provide any necessary documents needed for review of the application. This may include annual documentation of past reviews, teaching and service activities and research group support.

4.0 Application Determination

Dean-recommended applications will be reviewed by the Provost for approval or denial. Upon notification by the Provost that a proposal has been approved, Academic Affairs will send a salary confirmation letter to the faculty member confirming the faculty member's total salary for the coming academic year. Notification of approved participation will be sent to the faculty member, Department Head, Dean, Payroll, Budget and ORA.

If an application is not approved, the Provost will provide a written explanation.

5.0 Appeal Process

Faculty may request a reconsideration of their MRIP application. Appeals must be submitted by the deadline specified in the calendar provided to applicants each year as the part of the call for applications. The Provost will determine, in consultation with the Department Head and Dean, if the additional information is sufficient to change the original determination. If the Provost determines that the application is still non-compliant with the MRIP requirements, this determination is final.

6.0 Monitoring and Reporting

The Office of Academic Affairs (AA) is responsible for reporting faculty participation in the MRIP to the President and Mines Executive Team annually.

AA will collect data on the following:

1. Funding: External funding sources utilized in connection with the trial are to be tracked by type research project (by sponsor) and gifts.
2. Demographic Information
   i. Faculty rank, gender, race/ethnicity
   ii. Faculty Salary, including base salary, summer and winter days, salary component, etc.

iii. Teaching loads (data both from three years before participation in MRIP (if applicable) and during the MRIP period) to evaluate teaching conducted including expected and any designated as overload. These data should be annotated with further information if the faculty member had an unusual situation leading to an abnormal teaching load prior to MRIP participation.

iv. Graduate student and post-doc support by department and individual (data both before and during the MRIP period).

v. Any other additional information that will be helpful in evaluating the effectiveness of the MRIP.

Each annual report will include an administrative assessment of relevant issues, including a review of the personnel process at various stages: Department Heads, Deans, and the Provost

Every five years, a joint task force consisting of members of the administration and the Faculty Senate will be formed to evaluate the program and recommend continuation, changes, or termination. In order for this task force to adequately evaluate the program, it will be important that all affected parties cooperate in annual requests designed to collect relevant data on the impact of the program and any challenges that arise during its implementation.