



Payload Project Protocol and Researcher Training

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Outline

- Payload Project Protocol
- Researcher Training

Payload Project Protocol

- Available at NHERI Lehigh website on DesignSafe:
<https://lehigh.designsafe-ci.org/payload-project-protocol/>
- 1. All ongoing and newly funded projects at the NHERI Lehigh Experimental Facility will be posted on the site's website to enable researchers to identify potential payload project opportunities
- 2. Interested payload researchers should review the posted information for the ongoing/new project
- 3. Payload researchers are encouraged to contact project PI directly to foster collaboration
- 4. Payload researcher must gain approval of existing project PI to payload onto the existing project.

PI and payload researcher are both required to inform NHERI Lehigh EF Operations Manager of such approval and subsequent scope and available technical details of the proposed payload project to gain NHERI EF approval for reasons of technical feasibility and safety. Technical details should include the following:

1. Scope of work
2. Testing plan
3. Schedule
4. Required Equipment and Other Resources
5. Instrumentation Plan
6. Data Management Plan
7. Payload demolition and/or removal plan



Payload Project Protocol

5. NHERI Lehigh EF reserves the right to decline the payload project if prior approval is not provided by project PI and communicated to NHERI Lehigh Operations Manager.
6. Funding source for payload project needs to be identified and communicated to NHERI Lehigh Operations Manager in order for payload project budget and impact on NHERI Lehigh Operations and Maintenance budget to be identified by NHERI Lehigh EF.
 1. For budget planning, payload researcher is referred to the NHERI Lehigh EF website at <https://lehigh.designsafe-ci.org> under Resources in order to access key budget development information for operational services and equipment provided by NHERI Lehigh EF.
 2. Payload researcher needs to also identify additional budget requirements that are necessary to achieve payload project deliverables through communication with project PI.
7. Once a payload project is awarded funding, ESPCC and Site Utilization Forms, including existing project PI, payload project PI, and the NHERI Lehigh EF prior to any effort towards the payload project.
8. The agreement will include, but not be limited to:
 1. Identification of parties
 2. Scope of Work and Testing Plan
 3. Schedule with Milestones
 4. Budget
 5. Responsibility of Costs
 6. Intellectual Property Terms and Conditions
 7. Data Management Plan
 8. Risk Management Plan
9. The schedule will be developed by the NHERI Lehigh EF in conjunction with the overall NCO scheduling function and the ongoing project schedule.

Researcher Training

- [Researcher Training Outline](#)

