



Memorandum of Understanding

The Hydrogen Properties for Energy Research (HYPER) laboratory at Washington State University (WSU), founded in August of 2010, *continues the mission to advance the technology readiness level of cryogenic and/or hydrogen systems*. To fulfill this mission, members of the laboratory must endeavor to *continuously improve* the professionalism of both themselves and the lab community. This Memorandum Of Understanding (MOU), drafted in August of 2018, defines and establishes mutual commitments of the Laboratory Director and Laboratory Members that promote *professionalism* – the pursuit of personal responsibility, self-confidence, high intellectual standards, quality of work, experienced judgement and discretion, and service to society and profession.

Expectations of the Laboratory Director

The Laboratory Director is defined as the person responsible for all HYPER laboratory professional decisions, including matters regarding final approval of research products, financial commitments, legal commitments, and personnel affiliations with the laboratory.

- 1. The Laboratory Director shall* continuously improve their own professionalism and the professionalism of the laboratory.
- 2. The Laboratory Director shall* at all times advise lab members in their professional best interest, in accords with this MOU, and make every effort to provide opportunities for the continued professional development of lab members.
- 3. The Laboratory Director shall* take full responsibility for the quality and accuracy of laboratory research products, e.g. papers, reports, presentations, and official external laboratory communications through the website or the media.
- 4. The Laboratory Director shall* make every effort to secure financial support for the laboratory and lab members.
- 5. The Laboratory Director shall* take full responsibility for laboratory fiscal commitments.
- 6. The Laboratory Director shall* make every effort to continuously improve the safety of the laboratory.
- 7. The Laboratory Director shall* serve as an impartial mediator in conflicts between *Laboratory Members* and should a conflict arise between the *Laboratory Director* and *Laboratory Member(s)* find an impartial mediator.
- 8. The Laboratory Director shall* guide the long-term mission of the laboratory to ensure continued relevancy to our societal constituencies.



Expectations of the Laboratory Members

A HYPHER *Laboratory Member* is defined as an individual who develops their professionalism by contributing to the HYPHER community and research products that advance the laboratory Mission.

1. *The Laboratory Members shall* use the laboratory community to continuously improve their own professionalism as defined in this document and by the ethical standards established by the profession they plan to enter (e.g. CSA, ASME, ASM, AIChE, IEEE, ASEE, ASCE, etc).
2. *The Laboratory Members shall* serve as representatives of the HYPHER laboratory to our societal constituents.
3. *The Laboratory Members shall* make every effort to maximize the quality, dissemination, and accuracy of laboratory research products, e.g. papers, reports, presentations, and external laboratory communications through the website or the media.
4. *The Laboratory Members shall* make every effort to participate punctually in laboratory community events, including regular laboratory meetings and presentation/dissemination of research products by lab members.
5. *The Laboratory Members shall* take full responsibility for their personal safety, recognize that any safety incident reflects poorly on the lab community, and endeavor to continuously improve the safety of the laboratory for all lab members.
6. *The Laboratory Members shall* continuously improve the laboratory spaces (e.g. physical, financial, and virtual) to fulfill the lab Mission and the expectations of this document.
7. *The Laboratory Members shall* develop a mutually agreed upon project specification with the Laboratory Director and be objective and efficient with the progress and completion of their assignments and/or projects.
8. *The Laboratory Members shall* communicate all issues that jeopardize the expectations set forth in this document promptly to the Laboratory Director.
9. *The Laboratory Members shall* communicate their planned transition to Laboratory Alumni with the Laboratory Director at least three months in advance of their transition.

Name

Signature

Date