

COMMUNITY EMPOWERED

RESEARCH CENTER

STAFF PACKET



“ Health is Wealth ”

Contents

Welcome	3
Organization Overview	4
Mission / Vision / Impact	4
Staff Opportunities	5
Staff Application Form	6
Confidentiality Agreement	8
Staff Handbook	13
Training and Orientation	18
Release of Liability	20
Contact information	21
Conclusion	22

Welcome to

COMMUNITY EMPOWERED RESEARCH CENTER

A Heartfelt Welcome to Our Empowerment Journey!

I hope this letter finds you full of hope and with a burning desire to make a positive impact in the lives of those in need. As the President of Community Empowered Research Center (CERC), I am honored to extend a warm embrace to all compassionate souls who share our vision of empowering communities and fostering self-sustainability.

In the heart of the Garden State, we at CERC are on a mission to ignite change and empower underprivileged communities, going far beyond charity. We firmly believe in unlocking the immense potential of each individual through carefully crafted programs in education, skill development, health awareness, and sustainable livelihoods. Our goal is to co-create lasting solutions with the community, addressing root causes and empowering them towards a thriving future.

However, our work doesn't stop there. It begins with you, our dear potential staff, donors, and collaborators. Your support is the lifeblood of our organization, driving every success story we create. Join our cause, and become part of a compassionate family that celebrates diversity, embraces empathy, and nurtures dreams. Together, we can make a profound impact and transform lives for the better.

Join our passionate team and become the driving force behind positive change! Together, we can make a difference that matters! Your generosity fuels our programs, touching countless lives and creating lasting impact. Together, let's pool our resources, ideas, and expertise to create a ripple effect of positive change. This is an invitation to be part of something greater, a movement that can change destinies, mend broken spirits, and create hope.

Your actions, big or small, will profoundly affect those we serve. Let your heart guide you to make a difference. Reach out to us at carlos@communityempoweredresearchcenter.org, and together, let's empower individuals to embrace their potential, regardless of their circumstances.

Thank you for considering joining us on this transformative quest.

With boundless gratitude and unwavering determination,

*Carlos Perez
President, Community Empowered Research Center*

Organization Overview

COMMUNITY EMPOWERED RESEARCH CENTER

The founders' unwavering dedication and years of community service have led to valuable insights and significant positive impacts. They are driven to enhance self-sustainability and overall well-being for individuals and families, creating a path towards a brighter future.

At the heart of Community Empowered Research Center's mission lies a commitment to foster self-sustainability in local communities. Their extensive support empowers individuals and families to thrive, assisting in establishing small businesses and advocating for general health. Through diverse services, they uplift communities, fostering collaboration, trust, and unity.

As community ambassadors, CERC embraces inclusivity, amplifying diverse voices and empowering communities with resources and support. They raise awareness about social issues and encourage community outreach, education, and positive action. Through dynamic coordination of empowering events and transformative programs, CERC fuels a vibrant ecosystem of social engagement and personal growth, enriching lives and igniting a promising future.

Mission

Health is Wealth - We empower underprivileged individuals and poor people in society by enhancing their health & wellness. Provide resources to resolve root causes in the community. Collaborating with government, NGOs & nonprofits to foster self-reliance for sustainable lives.

Vision

Our organization helps poor people get trained to teach English and help them into transitional homes. Temporary housing for int'l students and veterans. Provide basic computer, Quickbooks & citizenship test preparation classes at low price. Certified courses (ie. Lifeguard, CPA) and camps, trips, events & yoga/fitness exercises, and daycare center for elderly.

COMMUNITY EMPOWERED RESEARCH CENTER

Staff Opportunities

IT Support Specialist Seeking an IT Support Specialist to maintain and troubleshoot our organization's IT infrastructure and website, provide technical assistance for smooth operations, and implement cybersecurity measures to safeguard sensitive data. Collaboration with team members to identify IT needs and propose effective solutions is essential.

Qualifications:

- Experience in IT support and network administration.
- Strong problem-solving skills and knowledge of hardware and software.
- Passion for leveraging technology to empower communities.

Legal Advisor Seeking a legal professional with a heart for social justice. The Legal Advisor role entails offering legal guidance on various matters, drafting and reviewing legal documents and contracts, as well as representing the nonprofit in legal proceedings and negotiations.

Qualifications:

- Juris Doctor (JD) degree and active state bar membership.
- Experience in legal counseling and advocacy.
- Compassion and dedication to helping the underserved.

Educator / Community Outreach Specialist Are you a passionate educator eager to empower communities? Join us at CERC as our Educator / Community Outreach Specialist, where you will be responsible for designing and delivering educational programs and workshops, conducting community outreach to increase awareness of our services, and building strong connections with community members and stakeholders.

Qualifications:

- Bachelor's degree in Education or related field.
- Experience in developing and delivering educational initiatives.
- Empathy and understanding of the challenges faced by the poor.

COMMUNITY EMPOWERED RESEARCH CENTER

Staff/Collaborator Application Form

Thank you for your interest in becoming a part of our passionate team at CERC. Your dedication and collaboration will play a vital role in empowering communities and fostering self-sustainability across New Jersey. Please fill out the following application form, and let's work together to make a lasting impact!

Personal Information:

Full Name: _____

Phone: _____

Email: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Preferred Role:

Staff Member

Collaborator

Availability: (check all that apply)

Weekdays Monday Tuesday Wednesday Thursday Friday

Weekends Saturday Sunday

Morning Afternoons Flexible Hours

Skills and Qualifications:

Please briefly describe your relevant skills and qualifications that would be beneficial to our organization:

Experience:

Any experience working with nonprofits or in community-based projects? If yes, please provide a brief overview:

COMMUNITY EMPOWERED RESEARCH CENTER

Staff/Collaborator Application Form (cont'd)

Why do you want to join Community Empowered Research Center?

Please provide the names and contact information of at least two references who can vouch for your work ethic and character:

Name: _____ Phone: _____

Name: _____ Phone: _____

Availability for an Interview:

Weekdays

Weekends

Anytime (Please specify preferred date and time): _____

Declaration:

By signing this application form, I confirm that all the information provided is accurate and true to the best of my knowledge. I understand that Community Empowered Research Center may conduct background checks and contact the references provided.

Signature: _____ Date: _____

Please submit this completed application form to admin@communityempoweredresearchcenter.org. We appreciate your interest and look forward to the opportunity to work together towards a brighter future for our communities. If you have any questions, feel free to contact us at info@communityempoweredresearchcenter.org.

Thank you for your dedication and commitment to making a difference!

COMMUNITY EMPOWERED RESEARCH CENTER CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement (“Agreement”) is made on this ___ day of _____, 2023 (“Effective Date”) by and between:

Community Empowered Research Center, a nonprofit organization organized and existing under the laws of the State of New Jersey, with its principal office located at 779 Bergen Ave - Suite 107 (Unit B) - Jersey City, NJ 07306 (“Organization”),

and

_____, residing at _____ (“Recipient”).

The Organization and Recipient may be collectively referred to as the “Parties” and individually as a “Party.”

RECITALS

- A. The Organization is a nonprofit organization dedicated to serving and assisting the impoverished communities in New Jersey.
 - B. In the course of the Organization’s operations, the Organization may disclose certain confidential information to the Recipient.
 - C. The Parties desire to enter into this Agreement to protect the confidentiality of such information.
- NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. Confidential Information

- (a) Definition: “Confidential Information” refers to any non-public information disclosed by the Organization to the Recipient, whether in written, oral, electronic, or any other form, that is identified as confidential or should reasonably be understood to be confidential based on the nature of the information and the circumstances of its disclosure. This includes, but is not limited to, information relating to the Organization’s operations, programs, projects, financial data, donor information, strategies, plans, methodologies, and any other proprietary information.
- (b) Exclusions: The obligations set forth in this Agreement shall not apply to any information that:
 - (i) is or becomes publicly available without breach of this Agreement;
 - (ii) is rightfully obtained by the Recipient from a third party without breach of any confidentiality obligation;
 - (iii) was in the Recipient’s possession prior to disclosure by the Organization;

COMMUNITY EMPOWERED RESEARCH CENTER

CONFIDENTIALITY AGREEMENT

(iv) is independently developed by the Recipient without reference to or use of the Confidential Information; or
(v) is required to be disclosed by applicable law, regulation, or court order. In such cases, the Recipient agrees to provide prompt notice to the Organization to allow the Organization to seek a protective order or other appropriate remedy.

2. Obligations of Recipient

(a) Non-Disclosure: The Recipient agrees to keep all Confidential Information strictly confidential and not to disclose it to any third party, except as expressly authorized by the Organization in writing or as required by law.

(b) Use Limitations: The Recipient agrees to use the Confidential Information solely for the purposes of assisting the Organization in its nonprofit operations and serving the impoverished communities in New Jersey. The Recipient shall not use the Confidential Information for any other purpose without the prior written consent of the Organization.

(c) Standard of Care: The Recipient shall exercise a reasonable standard of care to protect the Confidential Information from unauthorized use, disclosure, or access.

(d) Employees and Agents: The Recipient shall ensure that its employees, agents, contractors, and volunteers who have access to the Confidential Information are informed of the confidential nature of the information and are bound by obligations of confidentiality consistent with the terms of this Agreement.

3. Ownership and Return of Information

(a) Ownership: The Organization retains all rights, title, and interest in the Confidential Information disclosed under this Agreement. This Agreement does not grant any intellectual property rights or licenses to the Recipient.

(b) Return of Information: Upon the Organization's written request or termination of this Agreement, the Recipient shall promptly return or destroy all copies of Confidential Information in its possession, custody, or control, including any materials created based on or incorporating the Confidential Information. The Recipient shall provide written certification of compliance upon the Organization's request.

4. Remedies

(a) Injunction: The Recipient acknowledges that a breach of this Agreement may cause irreparable harm to the Organization, and the Organization shall be entitled to seek injunctive relief, in addition to any other remedies available at law or in equity, to prevent or remedy any breach or threatened breach of this Agreement.

(b) Damages: The Recipient shall be liable for any damages, including consequential damages, resulting from any unauthorized use, disclosure, or access to the Confidential Information in violation of this Agreement.

COMMUNITY EMPOWERED RESEARCH CENTER CONFIDENTIALITY AGREEMENT

5. Term and Termination

(a) Term: This Agreement shall remain in effect from the Effective Date until the expiration of 7 years from the Effective Date unless terminated earlier as provided herein.

(b) Termination: Either Party may terminate this Agreement upon written notice to the other Party. Notwithstanding termination, the obligations of confidentiality under this Agreement shall survive for a period of 7 years from the Effective Date.

6. Miscellaneous

(a) Governing Law and Venue: This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey. Any legal action or proceeding arising out of or relating to this Agreement shall be brought exclusively in the state or federal courts located in New Jersey.

(b) Entire Agreement: This Agreement constitutes the entire understanding and agreement between the Parties concerning the subject matter hereof and supersedes all prior or contemporaneous oral or written agreements, understandings, or representations.

(c) Modification: This Agreement may only be modified or amended in writing and signed by both Parties.

(d) Waiver: The failure of either Party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that Party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Confidentiality Agreement as of the Effective Date.

Community Empowered Research Center
Organization

[Name of the Individual]
Recipient

COMMUNITY EMPOWERED RESEARCH CENTER

CODE OF CONDUCT

Effective Date: _____

1. Introduction

This Code of Conduct (“Code”) applies to all members, staff and representatives (collectively referred to as “Participants”) of Community Empowered Research Center (hereinafter referred to as the “Organization”). The Code sets forth the standards of behavior and ethical principles expected from all Participants while representing or engaging with the Organization in its mission to help the impoverished communities in New Jersey.

2. Compliance with Laws and Regulations

Participants shall comply with all applicable federal, state, and local laws, regulations, and ordinances in carrying out their responsibilities on behalf of the Organization. Any illegal activities or conduct that violates applicable laws will not be tolerated.

3. Ethical Conduct

(a) **Integrity:** Act with honesty, integrity, and professionalism, fostering trust and respect in all interactions with colleagues, beneficiaries, partners, and the community.

(b) **Conflict of Interest:** Avoid any situations creating conflicts of interest between personal interests and the Organization. Disclose conflicts promptly to supervisors or designated authority and refrain from influencing related decisions.

(c) **Gifts and Benefits:** Refrain from accepting or offering gifts, favors, or benefits compromising objectivity or creating the appearance of impropriety. Modest tokens of appreciation are acceptable if aligned with Organization policies and ethical standards.

(d) **Confidentiality:** Maintain confidentiality of sensitive information related to the Organization, beneficiaries, donors, partners, and other confidential data accessed during engagement with the Organization.

4. Respectful and Inclusive Environment

(a) **Non-Discrimination and Harassment:** Participants shall treat all individuals with dignity, respect, and fairness, irrespective of race, color, religion, sex, national origin, age, disability, or any other protected characteristic. Discrimination, harassment, or any form of disrespectful behavior is strictly prohibited.

(b) **Diversity and Inclusion:** Actively support diversity, equity, and inclusion within the Organization and its programs. Create an environment that values and respects differences and fosters equal opportunities.

(c) **Safety and Well-being:** Prioritize the safety and well-being of all individuals associated with the Organization. Report any concerns promptly and cooperate in investigations to address safety, abuse, or harassment matters.

COMMUNITY EMPOWERED RESEARCH CENTER

CODE OF CONDUCT

5. Responsible Stewardship

(a) **Financial Integrity:** Handle the Organization's funds, resources, and assets responsibly and transparently. Accurately record and report financial information, ensure proper fund use, and comply with financial policies.

(b) **Donor Relations:** Maintain utmost respect and integrity in interactions with donors and stakeholders. Handle donations as per donor wishes and Organization policies. Ensure accurate and timely acknowledgment and reporting of donations.

(c) **Responsible Use of Resources:** Use the Organization's resources responsibly and efficiently, including equipment, materials, and intellectual property, for its mission's benefit.

6. Reporting Violations

Participants are required to promptly report any suspected violations of this Code. Reports can be made to their supervisor, the designated authority within the Organization, or through any established confidential reporting mechanism. The Organization will ensure the confidentiality of good-faith reports and will not take retaliatory actions against the reporters.

7. Consequences of Violations

Violations of this Code may result in disciplinary action, up to and including termination of engagement or employment. The Organization reserves the right to take appropriate action based on the nature and severity of the violation and in accordance with applicable laws and policies.

8. Review and Amendments

This Code of Conduct is subject to periodic review and may be amended or updated as necessary. Participants will be notified of any changes, and they are responsible for familiarizing themselves with the current version of the Code.

By signing below, I acknowledge that I have read, understood, and agree to comply with the Code of Conduct of Community Empowered Research Center and will adhere to the highest ethical standards in my engagement with the Organization.

Participant's Name

Participant's Signature

Date

COMMUNITY EMPOWERED

RESEARCH CENTER

STAFF HANDBOOK



COMMUNITY EMPOWERED RESEARCH CENTER STAFF HANDBOOK

Table of Contents:

I. Introduction	15
<i>Mission and Vision</i>	
<i>Nonprofit Overview</i>	
<i>Code of Conduct</i>	
II. Policies and Procedures	15
<i>Attendance Policy</i>	
<i>Dress Code Policy</i>	
<i>Safety Protocols</i>	
<i>Communication Channels</i>	
<i>Reporting Procedures</i>	
III. Expectations and Guidelines	16
<i>Communication with Clients</i>	
<i>Communication with Donors</i>	
<i>Communication with Other Stakeholders</i>	

I. Introduction

Mission and Vision

At Community Empowered Research Center, our mission is to uplift and empower the underserved communities across New Jersey by providing sustainable support and resources. Our vision is to create a brighter future where every individual has the opportunity to achieve self-sufficiency and overall well-being.

Nonprofit Overview

As a registered nonprofit organization, we are committed to abiding by all applicable laws, regulations, and ethical standards. Our work is driven by compassion, integrity, and a dedication to serving those in need.

Code of Conduct

We expect all staff members to uphold the highest standards of ethical behavior, professionalism, and respect for all. Our Code of Conduct serves as a foundation for fostering a positive and inclusive work environment.

II. Policies and Procedures

Attendance Policy

Staff members are required to maintain regular and punctual attendance. Any unplanned absences or tardiness should be communicated to the supervisor or designated authority in advance, whenever possible.

Dress Code Policy

A professional and neat appearance is required during working hours and when representing the Organization. Specific dress code guidelines will be provided to staff members.

Safety Protocols

Ensuring the safety and well-being of everyone associated with the Organization is of utmost importance. Staff members will receive training on safety protocols and emergency procedures.

Communication Channels

Effective communication is essential for the success of our nonprofit. The Organization will provide guidelines for internal and external communication, establishing appropriate channels for effective collaboration.

Reporting Procedures

All staff members have a responsibility to promptly report any suspected violations of policies, unethical behavior, or concerns related to safety and well-being. Reports can be made to their supervisor, the designated authority, or through confidential reporting mechanisms.

III. Expectations and Guidelines

Communication with Clients

Staff members are expected to communicate with clients with empathy, compassion, and respect. Active listening and understanding their needs are essential to providing the best support possible.

Communication with Donors

Transparent and effective communication with donors is vital for maintaining strong relationships. Staff members should express gratitude and ensure that donations are used in accordance with donor wishes and the Organization's policies.

COMMUNITY EMPOWERED RESEARCH CENTER

STAFF HANDBOOK

Communication with Other Stakeholders

Positive relationships with other stakeholders, such as partner organizations and government agencies, are crucial for successful collaborations. Staff members should communicate professionally and represent the Organization's values.

Note: This comprehensive staff handbook is subject to updates and revisions. Staff members are responsible for staying informed about any changes communicated by the Organization.

By accepting the policies, procedures, and guidelines outlined in this handbook, staff members agree to uphold the principles and values of Community Empowered Research Center.

Date: _____

Signature: _____

Thank you for being part of our team and for your dedication to making a positive impact on the lives of the less fortunate communities. Together, we can bring about transformative change and empower those in need.

Training Process for Staff Members @ **COMMUNITY EMPOWERED** RESEARCH CENTER

At CERC, we believe that a well-trained and knowledgeable team is essential to effectively serve the underserved communities in New Jersey. Our comprehensive training process aims to equip staff members with the necessary skills, knowledge, and resources to make a meaningful impact in the lives of those in need.

Mandatory Orientation Sessions:

All new staff members undergo a comprehensive orientation session upon joining our nonprofit. The orientation introduces them to our mission, values, and organizational culture. During this session, they will receive an overview of the programs and services we offer, as well as the population we serve. This orientation is designed to instill a deep understanding of our nonprofit's purpose and the challenges faced by the communities we support.

Workshops and Training Programs:

Throughout the year, we offer a series of workshops and training programs to enhance staff members' expertise and professional development. These workshops cover various topics, such as cultural sensitivity, effective communication, trauma-informed care, and community engagement strategies. We partner with experienced trainers and experts in their fields to deliver high-quality and impactful sessions.

Emphasis on Ongoing Professional Development:

We strongly encourage staff members to engage in ongoing professional development opportunities. This may include attending relevant conferences, webinars, or specialized training sessions. Our nonprofit provides financial support and flexible scheduling to accommodate staff members' participation in these opportunities.

Mentorship and Peer Support:

We recognize the value of learning from one another and encourage a culture of mentorship and peer support within our organization. New staff members are paired with experienced team members who can guide and support them as they settle into their roles. Regular team meetings provide opportunities for staff members to share insights, discuss challenges, and exchange best practices.

Training Process for Staff Members @ **COMMUNITY EMPOWERED** RESEARCH CENTER

Continual Learning Opportunities:

As an organization, we are committed to staying abreast of the latest research, best practices, and innovations in our field. We actively seek partnerships with academic institutions, research organizations, and experts in relevant areas to ensure that our staff members have access to the most current and evidence-based knowledge.

Evaluation and Feedback:

To continuously improve our training process, we regularly collect feedback from staff members regarding the effectiveness and relevance of the training programs. This feedback helps us tailor our training approach to better meet the needs of our staff and the communities we serve.

By investing in the professional development and ongoing learning opportunities for our staff members, we are strengthening our nonprofit's ability to bring about positive change in the lives of the less fortunate communities. We believe that a well-trained and motivated team is a key factor in achieving our mission and creating a brighter future for all.

At CERC, we are dedicated to empowering staff members with the tools they need to make a lasting impact in the lives of those we serve. Through our training process and commitment to ongoing professional development, we strive to build a stronger, more compassionate team capable of bringing transformative change to the communities we support.



COMMUNITY EMPOWERED RESEARCH CENTER

RELEASE OF LIABILITY

I, _____, acknowledge that my participation in staff activities organized by Community Empowered Research Center is voluntary and undertaken at my own risk. I understand that involvement in these activities may expose me to certain risks and hazards.

By participating in staff activities, I agree to assume all associated risks. I understand and acknowledge that Community Empowered Research Center, its directors, officers, employees, volunteers, and agents cannot be held liable for any injuries, accidents, or damages that may occur during my duties as a staff member.

I hereby release, discharge, and hold harmless Community Empowered Research Center, its directors, officers, employees, volunteers, and agents from any and all claims, demands, actions, or causes of action arising out of, or in connection with, my participation in staff activities.

This Release of Liability extends to any personal injury, property damage, or loss that may be sustained by me while participating in staff activities, regardless of the cause.

I understand that Community Empowered Research Center maintains insurance coverage, but I acknowledge that this Release of Liability is intended to be a complete release of any and all liability. This release is binding on myself, my heirs, executors, administrators, and assigns.

By signing this form, I affirm that I have carefully read and fully understand the contents of this Release of Liability. I voluntarily and knowingly waive any right to claim damages, costs, or expenses from Community Empowered Research Center or its representatives for any injuries or accidents that may occur during my participation in staff activities.

Staff Member's Signature: _____ Date: _____

Witness Signature (Organization Representative): _____

COMMUNITY EMPOWERED RESEARCH CENTER

CONTACT FORM

For any questions, concerns, or inquiries, please feel free to reach out to our team. We are here to assist you and provide the necessary information about our nonprofit and the services we offer. Below are the contact details of our key staff members:

1. General Inquiries:

- Name: [Staff Name]
- Position: [Position Title]
- Phone: [Phone Number]
- Email: [Email Address]
- Office Hours: [Office Hours]

2. Staff Opportunities:

- Name: [Staff Name]
- Position: [Position Title]
- Phone: [Phone Number]
- Email: [Email Address]
- Office Hours: [Office Hours]

3. Donation and Fundraising

- Name: [Staff Name]
- Position: [Position Title]
- Phone: [Phone Number]
- Email: [Email Address]
- Office Hours: [Office Hours]

4. Client Services and Support:

- Name: [Staff Name]
- Position: [Position Title]
- Phone: [Phone Number]
- Email: [Email Address]
- Office Hours: [Office Hours]

5. Media and Public Relations:

- Name: [Staff Name]
- Position: [Position Title]
- Phone: [Phone Number]
- Email: [Email Address]
- Office Hours: [Office Hours]

Please feel free to contact any of the above staff members, and we will be delighted to assist you. Alternatively, you can also visit our website at www.communityempoweredresearchcenter.org for additional information and updates about our nonprofit.

We appreciate your interest and support in CERC. Together, we can make a difference and bring positive change to the lives of those we serve.

Conclusion

COMMUNITY EMPOWERED RESEARCH CENTER

Dear Staff Member,

Thank you once again for expressing your interest in joining Community Empowered Research Center. We are thrilled to have you consider becoming a part of our dedicated team committed to uplifting and empowering the less fortunate communities in New Jersey.

Your passion and commitment to making a positive impact are greatly valued, and we believe that your unique skills and talents will be invaluable in our mission to help those in need.

We hope that the information provided in this Welcome Packet has given you a clear understanding of our nonprofit's mission, values, and the opportunities available to contribute to our cause.

As you review the forms enclosed, we kindly encourage you to complete and return them promptly. Your prompt response will enable us to move forward with your application and start making a difference together.

Joining Community Empowered Research Center means joining a community that celebrates diversity, embraces empathy, and nurtures dreams. Together, we can create a brighter future for those facing hardships in our community.

If you have any questions or need further assistance, please don't hesitate to reach out to our team. We are here to support you throughout the application process.

Once again, we extend our heartfelt gratitude for your interest in joining CERC. With your dedication and the collective effort of our team, we believe that we can bring about positive change and empower those in need.

Thank you for considering being part of our transformative journey.

Sincerely,

CERC Team

COMMUNITY EMPOWERED RESEARCH CENTER