

Guidelines for Agreements (MOUs, MOAs, Other) – Non-Monetary



This document outlines Guidelines for Non-Monetary Agreements (MOUs, MOAs, Affiliation Agreements, etc.) for the College of Agriculture, Urban Sustainability, and Environmental Sciences (CAUSES). You are advised to follow procedures as outlined below to avoid delays or confusion. Diane Hyman is the Grants and Agreements liaison for CAUSES, responsible for working directly with the Office of Sponsored Programs (OSP) and the Office of General Counsel (OGC) to ensure full execution of documents. All questions or concerns about the process should be referred to Ms. Hyman at dhyman@udc.edu or 274-7137.



All agreements must be reviewed by the Office of General Counsel prior to submission for the President's approval/signature. To provide adequate time for proper review and approval, kindly plan to submit your MOUs/MOAs/Affiliation Agreements at least 7 – 10 business days in advance. All requests for OGC approval must be submitted as described herein.

√ **Discuss the MOU/MOA/Agreement with your direct supervisor.** Once you have obtained approval, you may move forward.

√ **Complete an OSP Routing Form.** Fill out the routing form and secure all required signatures from CAUSES (PI, chair/director/Associate Dean, Dean). The routing form and agreement are required for submission to initiate the approval process. Kindly ensure that all contact information is accurate internally and for the other party to the agreement.

Guidelines for Agreements (Continued) (MOUs, MOAs, Other) – Non-Monetary

√ **Submit the routing form and entire package to Ms. Hyman via email at dhyman@udc.edu.** Please include two documents in your email to Ms. Hyman: 1) a signed routing form as described above and 2) the document in its entirety in MS Word format as required by the Office of General Counsel for legal review. Ms. Hyman will submit the package to OSP and work directly with OSP and OGC throughout the approval process.

Briiana Douglas, OSP, will manage the approval process for MOUs/MOAs/Other Agreements. The routing form is reviewed and if any additional information is required, the PI and/or Ms. Hyman will be notified by Ms. Douglas. When the routing form has been reviewed and cleared, the package moves forward for the signature of Ms. Laura-Lee Davidson, Director, OSP. Once Ms. Davidson signs the document, it is forwarded to OGC for review. OGC will work with Ms. Hyman, the PI, and the other party/agency to obtain additional information, clarify or to engage in further discussion, as necessary. OGC will notify the PI when the document is ready for release to be reviewed and signed by the other party. Once the other party signs the document, the PI will forward the document to OGC for completion of the approval process and signature of the President. Once the President has signed the agreement, OGC will forward a copy of the fully executed agreement to the PI. The PI should forward a copy of the fully executed agreement to Ms. Hyman for College recordkeeping purposes.



General Housekeeping: For recordkeeping purposes, a copy of the fully executed/approved routing form and agreement will be placed on Blackboard under the CAUSES Managers organization.