

## Memorandum of Agreement (MOA)

MOA is a standard document format and policy for the establishment of research agreements under which the Vice Chancellor for Research, Outreach, and Extension has delegated authority to the College to sign standard MOA agreements on behalf of the University in order to expedite the processing and handling of these agreements. MOA should only be used once with an industry sponsor to attract the sponsor to do work with the university. The standard delegated MOA is to be used for one-time projects with sponsors not to exceed a direct cost cap of \$50,000 (rev May 2014) and to include F&A at a rate 15% applied to total direct costs. **Any modification to the language contained in an MOA will render the agreement to be treated as a sponsored activity whereby it is processed as a standard proposal and the University's full federally negotiated rate is applied. Therefore, negotiations are not permitted with the use of MOA.**

The Delegated MOA may be used only: 1) once per PI-sponsor relationship irrespective of scope of work; 2) once per university-sponsor relationship for same or substantially similar scope of work; and 3) when there are no government funds involved directly or as a flow-through component of the funding.

- **Budget:** The total cost allowable under an MOA is capped at \$50,000, including direct cost and F&A.
- **F&A Rate:** The F&A rate is 15%.
- **Procedure:**
  1. The PI will need to notify Jennifer Clark (jmclark9@ncsu.edu) and request the MOA template to be shared with the sponsor. This action would allow us to confirm in advance that the sponsor is accepting of the University's terms and conditions contained in the MOA and thus may avoid miscommunication further in the process.
  2. If the sponsor is in agreement with the terms, the PI should complete the MOA template by adding the particulars of the agreement, i.e., sponsor contact information, title of project, start/end dates, amount of agreement, technical reporting requirements, etc. The PI should also prepare a statement of work, budget, and budget justification which will be identified as Attachment A and appended to the MOA template. The MOA package should then be forwarded to Mark so that he can review the materials and obtain signature from one of the Associate Deans for Research. The partially-executed MOA should then be forwarded to the sponsor.
  3. Once the sponsor returns the fully-executed MOA to the PI, he/she will need to create and route a PINS record. When the PINS record reaches the College level for approval, we will review and approve and attach the MOA with original signature and request for SPARCS to process for award. SPARCS will review, approve and authorize Contracts and Grants to establish a ledger 5-account of which we will notify our PI of as soon as the account has been set-up.