

**NC State University**

College of Engineering

# The Office of Research Administration

Pre-Award Proposal Preparation

## Memorandum of Agreement (MOA) Instructions

The Memorandum of Agreement (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 MOA agreements on behalf of the University in order to expedite the processing and handling of these agreements. An equally important purpose of this policy is to minimize, to the maximum extent possible, the review, administrative handling, and oversight of research agreements by the administrative offices of the University.

The MOA should be used with Industry Partners as an enticement to do business with the University and to establish an ongoing relationship in which any follow-on-agreements would carry our full federally negotiated Facilities and Administrative (F&A) rate.

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 15% of the Total Direct Costs (TDC) for (F&A) costs.

### 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.
- 3) **when there are no government funds involved** directly or as a flow-through component of the funding

**Purpose:** The MOA may be used for a research, training, or extension activities for projects up to a total amount of \$50,000, and does not include federal, federal flow-through, state, and local government funding.

As mentioned above, the total cost allowable under an MOA is capped at \$50,000 (includes direct costs and F&A fee of 15%).

**For Example**, the maximum amount is demonstrated below:

Total Direct Costs (summary of all expenses except F&A)	\$43,478
Total F&A Fee (\$43,478 Total Direct Costs @ 15%)	\$ 6,522
Total Project Costs (Total Direct Costs + F&A Fee)	\$50,000

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 use of this agreement

**Procedure:** it is recommended that you download the **MOA** <sup>1</sup> and share a copy of the agreement with your sponsor. The recommended 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. Please also be certain to secure departmental approval of your proposal prior to beginning the process with your sponsor.

You will need to provide the College office with the proposal which will be identified as Attachment A and appended to the MOA. Additionally, you will need to provide our office with the particulars of the agreement, i.e., sponsor contact information, title of project, start/end dates, amount of agreement, technical reporting requirements, etc., etc.

Upon receipt of the above, COE-ORA will prepare the MOA and initiate a PINS record on behalf of the PI. Once the MOA is completed and signed by the authorized College representative we will notify the PI who will need to sign duplicate originals of the document. The College office will then mail the two (2) originals to the sponsor for their review and signature.

Upon receipt from the sponsor of the fully executed original MOA the College will notify the PI who should then review the PINS record for accuracy, approve and initiate routing so that the next level of approval (ie., Department Head) is notified and secured.

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.

If you have any questions on this process, please direct them to the attention of:

**Laurinda Perez** <sup>2</sup>, Assistant Director at (919) 515-7011 or **Pat Hayes** <sup>3</sup>, Director at (919) 515-7009

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## College of Engineering at North Carolina State University

This site is designed for **universal accessibility**.

◆ 1997-2007 **College of Engineering**. If you have difficulty finding the information you need, please write to the maintainer listed below.

contact the **office of research administration** , <http://www.engr.ncsu.edu/scripts/spamguard/ora/>

## Links Reference

1. <http://research.ncsu.edu/intranet/sparcs/moa/>
2. [laurinda\\_perez@ncsu.edu](mailto:laurinda_perez@ncsu.edu)
3. [phayes@ncsu.edu](mailto:phayes@ncsu.edu)