



CEHS Protocols for Partnering, Contracting, and Memorandum of Understanding (MOU) Agreements

Following are the processes to follow when a written agreement between an OSU College of Education and Human Sciences (CEHS) center, lab, department/ school, or faculty member and another entity for CEHS teaming, services, and/or research is desired. The written agreement, sometimes called a Memorandum of Understanding (MOU), Affiliation Agreement (AA), Sponsored Research Agreement (SRA) or other contractual agreement, will define the roles and responsibilities of each party to the agreement. When in doubt about whether an agreement is necessary or if you have any questions, contact Melissa White, Research Administration Operations Manager (RAOM), x48558 for guidance.

- 1) **Non-financial agreements.** When the agreement is of a non-financial nature, then contact Research & Graduate Studies (R&GS) Grant Manager (GM) Amy Payette at x42086 for assistance with a template and assistance with completing the signature process. Prior to the CEHS approval process, the agreement should be signed by the other party's authorized official. Amy will coordinate with the faculty member to determine who that is and obtain verbal/email approval from the faculty member that the AA/MOU is in final form before obtaining the other party's authorized official signature. Then, the agreement will need to be signed by an OSU authorized official. If the non-financial AA or MOU is internal to OSU, then the CEHS Associate Dean for Research is the authorized official. If the AA/MOU is with an external entity/business, such as in the case of unpaid internship agreements, then the Vice President for Research's office will be the authorized official on behalf of OSU. In either case, the faculty member and the Department/ School Head will approve the agreement prior to the signing by the authorized official, normally using email communication or the Adobe Sign process. Once the AA/MOU is fully executed, Amy will provide a copy to the faculty member and keep a copy in the non-financial agreement electronic archives.

- 2) **Financial agreements internal to OSU.** When the agreement is of a financial nature between CEHS and another OSU college/department/division and CEHS faculty member(s) is providing a service, then contact the appropriate Research & Graduate Studies (R&GS) Grant Manager (GM) for assistance with a template and assistance with completing the signature process. The GM will coordinate with the faculty member to determine whether CEHS or the other OSU department should sign first. The GM will obtain email approval from the faculty member that the AA/MOU is in final form before CEHS agrees to the arrangement. Then, the agreement will need to be signed by both OSU college/department authorized officials. The GM will take care of obtaining signature approval, normally using email communication or Adobe Sign, from the faculty member and the Department/ School Head prior to the signing by the authorized official in CEHS, the R&GS Associate Dean for Research. Once the AA/MOU is fully executed, the GM will provide a copy to the faculty member and keep a copy in the internal financial agreement electronic archives. The GM will also provide a copy to the appropriate Departmental Accountant (DA) who will coordinate any expenses and invoicing/CVI related to the agreement. Involvement of the DA is encouraged throughout the process.

- 3) **Financial agreements external to OSU.** When the agreement is of a financial nature between CEHS on behalf of OSU and an external entity (company, State agency, non-profit, governmental entity, etc.), then contact the appropriate Research & Graduate Studies (R&GS) Grant Manager (GM) for assistance with a template and assistance with completing the signature process. The GM will coordinate with the RAOM and the faculty member to determine what type of contract is needed and/or if OSU is able to accept the external entity's contract/PO.^{1,2}
- a) **Center service agreements.** If this financial arrangement is for one of the sanctioned Centers in CEHS to provide a service at its approved hourly rate for said service, then the process of signature and execution of the agreement follows #2 above, except for the following actions.
- i) Standard Registrations. Often, invoicing for summer camps, seminars, professional development workshops, and other CEHS sanctioned event registrations is initiated without specific agreement. These are Purchase Order (PO) cases. For example, a State or K-12 school district is participating and requires that registrations be paid with a State/School issued PO or specific invoice to the State/School entity. In these cases, the invoicing against said State/School POs is handled by the appropriate Departmental Accountant (DA).
- ii) Reporting Requirements. If the contractual arrangement contains specific reporting requirements between OSU and the entity, then it may be considered a sponsored program and will be handled as follows in 3b). Consult with the appropriate GM and RAOM for application in this instance.
- b) **Sponsored programs/ sponsored research agreements.** If the contractual need is to coordinate the roles and responsibilities of each party as to the execution and accomplishment of a specific project that has a variety of related expenses, coordination, deliverables, and reporting, then a sponsored programs or sponsored research agreement (SPA/ SRA) is required. At this point, the GM may seek legal guidance and review of the draft contractual agreement from the VPR office or OSU legal. The GM will obtain approval via email communication from the faculty member that the SPA/ SRA is in final form. Then, the GM will obtain the authorized official signature of the external entity, before CEHS agrees to the arrangement. (If the contractual agreement was initiated by the external entity, then OSU may need to complete the authorized signature process first, before returning the contract to the external entity for its signature.) The GM will take care of obtaining CEHS/OSU signature approval, normally using Adobe Sign or other OSU grant management process, from the faculty member and the Department/ School Head prior to the signing by the authorized official in the VPR office. When the SPA/ SRA has been fully executed, the GM will proceed with normal grants and contracts award setup and administration. The GM will provide a copy to the appropriate Departmental Accountant (DA) who will coordinate any expenses related to the agreement. Generally, OSU Grants and Contracts Financial Administration (GCFA) will handle invoicing and financial reporting for this SPA/ SRA.

¹ If the agreement will be with a funding entity for student scholarships, payments of tuition, fees, room & board expenses and/or other student academic-related expenses, the grant manager will assist with the coordination and signing of the agreement, then CEHS Academic Programs & Student Services will be responsible for administration including any invoicing required by the agreement.

²If the agreement is with a school district/entity for field experience/clinical practice or internship for the purpose of educator certification, handled by the Professional Education department of CEHS, then the agreement will be managed and approved by the Director of Professional Education.