

MEMORANDA OF UNDERSTANDING (MOUs) AND INTERGOVERNMENTAL PERSONNEL AGREEMENTS (IPAs)

Completing an Agreement and Opening an Accounting Unit (AU)

If you are going to collaborate with another institution for which we use MOUs and IPAs -- for instance, LUMC, CARES, and Hines VA -- please follow these instructions to process the paperwork and, if necessary, have an accounting unit (AU) established:

	Where to Find It	Contacts
STEP 1. Prepare a Routing Form <ul style="list-style-type: none"> Complete a routing form. The routing form must be submitted by the Principal Investigator (PI). 	Information Portal > Research Channel	Sue Pugl (ORS) x68537
STEP 2. Prepare a Budget <ul style="list-style-type: none"> Prepare a budget, one that you will enter on both the routing form and the MOU/IPA. Remember to consider all possible costs, especially personnel salary and fringe benefits, supplies, etc. 	Information Portal > Research Channel > Routing Form > Budget Tab	Sue Pugl (ORS) x68537
STEP 3. Prepare an Agreement <ul style="list-style-type: none"> If it is an MOU that we are initiating, use a template (available from ORS) to create an agreement for your particular purpose/project. If it is an IPA or an MOU the other party is initiating, your contact at the other institution (e.g., Hines VA) will complete it and send it to you. 		Sue Pugl (ORS) x68537 or Sponsor
STEP 4. Obtain Signatures <ul style="list-style-type: none"> Submit the MOU or IPA via the Research Channel for signature. The party issuing the award signs last. 	Information Portal > Research Channel > Routing Form > Legal Documents Tab	Sue Pugl (ORS) x68537 and Sponsor
If the funds are flowing from LUC to the other party,		
STEP 5. The fully executed MOU/IPA must be filed by ORS and SPA <ul style="list-style-type: none"> The other party will invoice SPA for payments. 		Sue Pugl (ORS) x68537 and Your SPA Representative
If the funds are flowing from the other party to LUC,		
STEP 5. Enter the Postaward Budget in the Routing Form <ul style="list-style-type: none"> ORS will mark the award as received and forward to HSC Finance, who will open the postaward budgeting mechanism within your routing form. Enter the dollar figures for the budget within the routing form. The PI will need to submit the postaward budget within the routing form. 	Information Portal > Research Channel > Routing Form > Edit Budget for Year X	Sue Pugl (ORS) x68537 and Lupe Pastenes (HSC Finance) x66816
STEP 6. HSC Finance will approve the postaward budget and forward the setup package to SPA with a request for a new AU.		Lupe Pastenes (HSC Finance) x66816
STEP 7. SPA will establish a new AU and send an email to the PI and the Department (or Grant) Administrator alerting them of the new AU.		Your SPA Representative
STEP 8. <ul style="list-style-type: none"> There will be an attachment to the new AU email that needs to be completed and sent back to SPA: the Signature Form. On this form, indicate who should have signature authority to approve expenditures. Generally, PIs will list themselves, their Department and/or Grant Administrators, and possibly someone on their research support staff. 		Department/Grant Administrator and Your SPA Representative
STEP 9. Process any necessary payroll forms and begin using your new AU.	Information Portal > Fiscal Affairs > Payroll Actions > PAF (faculty) or EIF (staff)	Department/Grant Administrator