NCAR Memorandums of Understanding (MOUs)

Purpose:

The purpose of this guideline is to define roles for the review and approval of Memorandums of Understanding (MOUs) for scientific and educational cooperation to ensure that there is a strategic approach to our partnerships with other organizations and that MOUs are consistent with NCAR’s priorities.

Definitions:

Memorandum of Understanding (MOU): A Memorandum of Understanding (MOU), also known as a Memorandum of Agreement (MOA), is a written agreement between two or more parties, which defines a framework for cooperation between two or more organizations through means such as regular exchange of information, coordination of research and education programs, and development and implementation of joint research and development projects.

Procedures:

Step 1

When there is intent to enter into an MOU the lab must complete a PandA proposal form and select “Proposal for MOU” in question 1.8. The creation of a proposal number will provide a reference number for email correspondence and allow everyone to track the MOU. The PandA form also provides an avenue for uploading email correspondence and documents during the development of the MOU.

Step 2

A draft MOU may be written by either the lab or UCAR Contracts. Sometimes the draft is initiated by the partnering organization. If the lab would like to draft the MOU, a draft MOU template may be found here:

(link to MOU template)

Step 3

Once the draft MOU has been written, the lab should attach a copy of the draft MOU in PandA question 11.4, and submit the PandA form for Director and NCAR Budget & Planning review and approval.

In addition, the lab director must send the draft MOU to the NCAR Chief Operating Office (mouprop@ucar.edu) for review and approval.

Step 4

The NCAR Chief Operating Office reviews MOUs to ensure that the activity is consistent with NCAR’s strategic priorities. The addition or deletion of language within the MOU to align the activities with NCAR’s priorities may be suggested. The NCAR Chief Operating Office will notify the lab and NCAR Budget & Planning of approval and suggested edits via email.
Upon the NCAR Chief Operating Office approval of the MOU, the lab should update the MOU per the NCAR Chief Operating Office suggestions and submit the MOU to UCAR Contracts with a copy to NCAR Budget & Planning.

UCAR Contracts must conduct a contractual review of the draft MOU prior to the review of the partnering organization(s) and prior to the parties signing it. UCAR Contracts will review the draft MOU to ensure the proposed terms are appropriate for an MOU.

UCAR Contracts will work with the lab on suggested language within the MOU.

Once UCAR Contracts and the lab concur with the proposed MOU language, UCAR Contracts will notify NCAR Budget & Planning.

NCAR Budget & Planning will review the draft MOU in concert with the PandA proposal form and compare the documents for consistency. NCAR Budget & Planning will approve the MOU proposal in PandA based on the intended purpose of the collaboration. If the MOU is in collaboration with a foreign organization, NCAR Budget & Planning will notify the National Science Foundation (NSF) of the activity.

The lab will upload the approved draft MOU into PandA within the activity “Proposal Submitted to Sponsor”.

The lab may work with the partnering organization(s) and UCAR Contracts to negotiate the MOU. As soon as all parties reach consensus on the language in the MOU, UCAR Contracts will work with the lab to coordinate signing of the MOU (please refer to the MOU Signature section below).

If the MOU requires a translation to/from another language please work with UCAR Contracts.

Both the NCAR Chief Operating Office and UCAR Contracts are willing to help the lab with the establishment of the MOU at any stage of the MOU process.

**Time Frame for Processing:**

Allow at least ten working days for the NCAR Chief Operating Office to review and approve the MOU.

Allow a minimum of an additional ten working days for UCAR Contracts to review the draft MOU and provide feedback to the lab.

**Extensions and Modifications to Existing MOUs:**

When there is intent to renew an existing MOU through extension of the period of performance, the lab should complete an Award Change Request Form and forward to UCAR Contracts with a copy to both NCAR Budget & Planning and the NCAR Chief Operating Office (mouprop). UCAR Contracts will work with the lab to extend the MOU. The copy to NCAR Budget & Planning and the NCAR Chief Operating Office is only for notification purposes.
When there is intent to modify an existing MOU that impacts the activities described within the MOU, the lab should follow the procedure for a new MOU.

**MOU Signatures:**

Only the UCAR President, Vice President for Finance and Administration, and individuals in the UCAR Contracts Office has delegated contractual authority necessary to negotiate and sign the MOU. If the lab director or principal investigator would like to have their signature or that of the NCAR Director’s accompany UCAR’s, arrangements should be made with UCAR Contracts.
Creating and Submitting an MOU proposal in PandA

All questions in PandA designated as required with a red * are also required for MOU proposals. The following screen shots only call out specific fields that may need further explanation.

In question 1.8 of the PandA proposal form, select “Proposal for Memorandum of Understanding”. This will designate the proposal as an MOU. As a result the non-NSF review criteria will not be required and the proposal will be routed through a modified workflow review/approval process.

In questions 3.1 and 3.2 enter the team members involved in the MOU including the team members from the partner organization.
Enter the partner organization as the Direct Sponsor in question 5.1.
Enter the anticipated period of performance of the MOU 1/15/2014 to 1/15/2014

Attach a copy of the draft MOU in question 11.4.
Once all required fields have been completed, submit the MOU proposal for Administrative and Director approval.

Final MOUs signed by both parties will be uploaded in PandA once the Award system is on-line.