

Mississippi State University
Mississippi Agricultural and Forestry Experiment Station (MAFES)
Forest and Wildlife Research Center (FWRC)
Mississippi State University Extension Service (MSU-ES)
Standard Operating Procedure for Specific Memoranda of Agreement (SMOA)

Purpose: This operating procedure describes the conditions for which Specific Memoranda of Agreement (SMOA) are an appropriate contractual instrument for sponsored activities within MAFES/FWRC /MSU-ES and defines the approval and routing process for execution of SMOA.

Background: Specific Memorandums of Agreement (SMOAs) facilitate restricted support of research/extension activities associated with a specific department, commodity, program, or principal investigator. SMOAs are an appropriate contractual vehicle when the following conditions are met:

1. The sponsor acknowledges that the funds are provided for restricted support of a particular research/extension project or program,
2. The sponsor requires/provides a specific scope of work or protocol to be implemented in the research/extension activity,
3. The sponsor expects/requires specific deliverables associated with the research/extension activities,
4. Regardless of amount.

If the sponsor expects to receive anything, even as simple as a technical report, then the Principal Investigator (PI) must submit a SMOA.

The SMOA has no dollar limitations, and the PI must submit an Internal Approval Sheet (IAS), a budget and a scope of work as support for the SMOA for approval prior to providing any service or product to the sponsor. Sponsored Programs Accounting assigns a unique fund number for the SMOA, and the SMOA specifies a clearly defined scope of work. MAFES/FWRC/MSU-ES expects application of full MSU indirect cost rate. The sponsor can communicate any restriction with a letter from the sponsor's authorized representative, but not from the technical contact unless that person is also an authorized representative. The PI routes the SMOA first to the department head, then to MAFES/FWRC or to Extension for approval before submitting to SPA. SPA will obtain the sponsor's signature. The award of the SMOA results in research credit for the PI through the SPA reporting process.

The PI will complete the SMOA form, which can be found on the MAFES website, www.mafes.msstate.edu under Faculty/Staff Resources. Please note there is a different SMOA if there is intellectual property expected to be produced from the project.

The PI will get his/her Department Head signature and then forward the SMOA, along with the IAS, budget, and scope of work to respective director's office for signature.

SMOAs being processed through MAFES/FWRC should be sent to Katie Sisk,
k.sisk@msstate.edu or Box 9740, Ms. State, MS 39762

SMOAs being processed through MSU-ES should be sent to Vicki Vaughn,
v.vaughn@msstate.edu or Box 9601, Ms. State, MS 39762.

**** NO faculty or staff of the department can invoice a sponsor for a SMOA.****



Approved

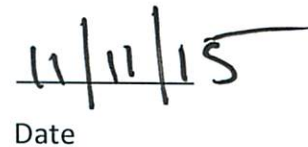


Date

George M. Hopper
Director, Mississippi Agricultural and Forestry Experiment Station
Director, Forest and Wildlife Research Center



Approved



Date

Gary Jackson
Director, Mississippi State University Extension Service

APPENDICES

The following documents are SMOA templates approved for use by Sponsored Programs Administration and General Counsel. Any changes to the provided language will require approval by SPA and General Counsel.

- SMOA with no anticipated Intellectual Property - <http://www.mafes.msstate.edu/faculty-staff/pdf/specificmoas.pdf>
- SMOA for projects under which Intellectual Property might be developed - http://www.mafes.msstate.edu/faculty-staff/pdf/specificmoas_ip.pdf