

**Memorandum of Understanding**

**NOTE: UNLIKE A CONTRACT WITH AN OUTSIDE FIRM, A "MEMORANDUM OF UNDERSTANDING" (MOU) REPRESENTS AN AGREEMENT BETWEEN UNITS OF THE UNIVERSITY FAMILY. THEREFORE, UNLIKE AN OUTSIDE CONTRACT, WHICH MUST BE WRITTEN IN FORMALLY STRUCTURED AND LEGALLY WORDED FORMAT, A LOCAL MOU IS INTENDED TO BE A MORE INFORMAL DOCUMENT. AS SUCH, LOCAL MOU'S SHOULD BE WRITTEN TO BE EASILY UNDERSTOOD BY BOTH PARTIES, AND SHOULD AVOID LEGAL WORDING. ULTIMATELY, THE RESOLUTION TO A DISPUTED MOU WILL FALL UNDER THE AUTHORITY OF THE CAMPUS PRESIDENT.**

MOU Reference Number: MOU 765 (University Controller's Office Use Only)

**This Memorandum of Understanding is Established According to the Following Provisions:**

A. The Campus Unit **Providing** Service(s): **and the Campus Unit Receiving Services(s):**  
The University Corporation (TUC) CSUN Admin & Finance  
Executive Director -- Rick Evans Tom McCarron, V.P. Admin & Finance

B. **Enter a Short Description of Service(s):**  
TUC to provide post award administration of Sponsored Programs

C. **Enter a Full Description of Services(s)** provided under the MOU. Where applicable, include service levels, frequency of use, etc. (Use attachment if needed)

TUC will provide post award administration of Sponsored Programs to the campus which will include but is not limited to activities listed on Exhibit A (attached and included by reference). This Exhibit A is a copy of an attachment to the Operating Agreement between The University Corporation and the Trustees of the California State University.

D. **Effective Date:** Effective July 1, 2009

E. **Term Length of MOU:** will continue as provided below: 6/30/2012 (with handwritten "2012" and circled "2012")

The initial term of this agreement is for one year and will automatically be renewed for successive one year periods unless terminated in writing by either party at least 60 days prior to termination date.

F. **Payment for Services:** Please include how cost is determined, and when and how payment for services will be due: i.e., annually, quarterly, monthly, etc., and on what dates payment will be made. (Use attachment if needed)

The cost for services and the payment procedure is detailed on the Sponsored Programs web-site (a printout of which is attached and included by reference). See Exhibit B.

**G. CAMPUS CONTACTS:**

Service Provider: Rick Evans Phone: 6285 Mail Code: 8309  
(Print Name)

Service Recipient: Tom McCarron Phone: 2333 Mail Code: 8206  
(Print Name)

**H. APPROVALS:**

**1. Service Provider's Approval:**

Signature: [Handwritten Signature]

Print Name: Rick Evans

Date: 7/16/09

Title: Executive Director, TUC

**Service Provider's Approval:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**RECEIVED**

**JUL 24 2009**

OFFICE OF  
UNIVERSITY CONTROLLER  
ADMINISTRATION & FINANCE

2. Service Provider's Chartfield:

*Transfer of State Revenue: Department Receiving Revenue for an MOU between Campus Departments.*

ACCOUNT	FUND	DEPTID	PRGM	CLASS	PROJECT/GRANT	AMOUNT
Not Applicable						\$

or

*University Accounts Receivable Invoice: Department Receiving Revenue for an MOU involving an AUXILIARY.*

ACCOUNT	FUND	DEPTID	PRGM	CLASS	PROJECT/GRANT	AMOUNT
Not Applicable						\$

3. Service Recipient's Approval:

Signature:  \_\_\_\_\_

Print Name: Tom McCarron, \_\_\_\_\_

Date: 7/22/07

Title: V.P. Admin & Finance \_\_\_\_\_

Service Recipient's Approval:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

4. Service Recipient's Chartfield:

*Transfer of State Revenue: Account/Department Spending Money for an MOU between Campus Departments.*

ACCOUNT	FUND	DEPTID	PRGM	CLASS	PROJECT/GRANT	AMOUNT
					\$	

**FUNDS TO BE DISBURSED DIRECTLY FROM THE ACCOUNT IN TUC UPON THE DIRECTION OF THE ASSOCIATE VICE PRESIDENT, GRADUATE STUDIES, RESEARCH AND INTERNATIONAL PROGRAMS.**

or

*University Accounts Receivable Invoice: Auxiliary Billed for an MOU involving an Auxiliary.*

ACCOUNT	FUND	DEPTID	PRGM	CLASS	PROJECT/GRANT	AMOUNT
					\$	

Not Applicable

Contact Person: Rick Evans

Extension: 6285

Exhibit A  
Sponsored Projects  
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The administration of sponsored projects requires joint cooperation between California State University, Northridge and the Auxiliary for Pre Award and Post Award activities. The responsibilities for each phase of the activities are as follows:

California State University, Northridge (University)

Pre Award

The Office of Research and Sponsored Projects (ORSP) will be responsible for all Pre Award activities, which include proposal submission, review, approval and acceptance of Sponsored Programs.

The University is responsible for development and implementation of policy to cover Sponsored Projects. This will include eligibility and responsibilities of the Principal Investigator(s), Pre Award Review and Approval procedures; additional employment; misconduct; conflict of interest; nepotism; conduct of research; human subjects research; animal subjects research; sponsored programs records and sponsored programs work product.

University will include Auxiliary in the Pre Award budget review process in order to ensure accurate administration of Post Award accounting activities.

Auxiliary

Post Award

The Auxiliary will be responsible for Post Award Administration of activities that include:

- 1) Accounting
- 2) Payroll
- 3) Purchasing
- 4) Cost share documentation
- 5) Records retention
- 6) Related support functions such as risk management

Auxiliary will maintain internal controls to ensure institutional policies and procedures are in compliance with regulation of funding agencies including, Federal OMB Circular A-21, A-133, A-110 and Cost Accounting Standards Board (CASB). Auxiliary shall maintain appropriate internal controls to ensure compliance within federally required financial management standards.

Auxiliary will work with University's Human Resource Department to adhere to employment requirements addressed in all Executive Orders.