



Memorandum of Agreement (Grants Form)

The MOA must be sent to the Grants Office PRIOR to work commencing.

Table 1: Memorandum of Agreement (MOA) – General Procedure

Prior to Work Commencing

- 1 PI Drafts MOA
- 2 PI forwards Draft MOA for signatures in order of requested signatures

Once Work has Commenced

- 4 Record & Maintain Records of Time Worked on the Sponsored Project

Post Work

- 5 Re-Submit the signed MOA with a PA to the Office of Grants & Contracts
 - * Program Activity / Time & Effort Reports for the Employee will need to be submitted and Approved by the Office of Grants & Contract before the completed MOA will be approved by the Office of Grants & Contracts.
 - ^ For those persons seeking a Payment in Addition, the MOA will need to be attached to your Personnel Action (PA) Form
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This understanding is made on

This form is to only be used to account for deviations from your annual employment contract (base salary) and **only** if differences are due to grant work.

Individual / Employee Performing Services:

Full Name: _____

Warrior ID: _____

Title: _____

Department: _____

Hiring Agent:

Business Name: Lewis-Clark State College

Department: _____

Supervisor: _____

Name of Grant: _____

Grant GL Account Number: _____

In consideration of the gross salary amount of \$_____, the employee agrees to begin the work on _____ (date) and complete the described work on or before (date) _____.

Payment will be made as follows:

One or two equal payments

Please contact the Budget Office for Health Insurance calculations at budgetoffice@lcsc.edu

(These dates should allow for reasonable delays.) Please note that applicable payroll taxes will be deducted from the gross amount in your paycheck.

Estimated variable fringe \$

Is health insurance allowable?

(If No, health insurance should = \$0)

Estimated health insurance \$

For a total personnel amount of \$

(salary + variable fringe + health insurance)

Description of the project, including services to be performed:

Will this be: service/non-teaching/advising time, faculty course buyout, staff buyout, faculty course release, research, PIA, PIA for research, or a combination?

If this is a course buyout or release, go to **Appendix A** and complete the matrix. If neither, stop here and begin the approval signature process.

If this is a course buyout or release time, please complete the matrix with updated information every semester.

Time period of buyout or release:

% of Release Time: _____ (From Appendix A)

The work will be performed _____ On contract _____ Off contract

**Although off contract, this payment will still be associated with your benefits.*

****At the close out of the award, any charges incurred after the termination date will become the responsibility of the respective department.***

Please attach any supporting documents here, as well as a current budget for the project.

By signing this agreement, all parties agree to the terms described above. Alterations to this agreement must be in writing.

Grant PI Signature (confirmed sufficient funds are available for this MOA)

Budget Office Signature (reviewed the MOA payment calculation)

Division Chair / Department Head Signature (reviewed MOA with faculty member)

Dean Signature

Grants Financial Coordinator Signature (confirmed grant funds area available for this MOA)

Supervisor Signature
(N/A if Supervisor is the Dean, Division Chair or Dept Head)

Human Resource Services Signature (reviewed contracted hours)

Employee Signature

Employee to sign and forward to PI.

MOA will be held in grants file until payment is requested.

POST WORK: Attach and process a Personnel Action (PA) with a completed MOA.
(The PA and MOA amounts must align)

The MOA must accompany the Personnel Action Form or the journal entry request.

Appendix A:

	Credits or Buyout %	Additional Comments if needed
Percent (%) Release Time or Buyout		
# Contracted Credits Teaching per Semester <i>(ex: 12 / semester)</i>		
# Credits Associated with Buyout or Release Time <i>(ex: 3 credit buyout/ release. Use the workload credits, not course credits)</i>		
# Credits Planned to Teach During Associated Semester <i>(ex: 9 teaching credits)</i>		
Total Buyout/Release Credits + Teaching Credits <i>(ex: 3 buyout credits + 9 teaching credits = 12)</i> *This total should be equal to the second row and <i>cannot exceed</i> contract credits above*		
Course Section ID for Buyout <i>(please include adjunct replacement name. If no name, select "no course replacement" or "release time")</i>		