Proposed MOA/Gift Grant Processing – TFREC Internal

1. Faculty members sends a request to Fiscal Analyst to prepare an MOA for a specific amount, with the contact address and email of the donating company. The MOA gift amount MUST match the check amount. Splitting the gift into two separate payments is not allowed. The MOA and check must have the same company name.
2. Fiscal Analyst obtains signature on the MOA from the Facilities and Operations Manager.
3. Fiscal Analyst prepares a cover letter to send with the MOA (using the most current version of the form) to the donor with instructions to sign and send back with the check, to their attention.
4. Fiscal Analyst can either receive the MOA by email with the check to follow or the check and MOA can come together to process and acknowledges receipt with a cc to the PI.
5. Fiscal Analyst then sends the packet to Pullman following their protocol (updated September 2021).
6. Once funds have been deposited to the PI's account, the fiscal analyst sends the fully executed MOA to the donating company.
7. Updated information about the status of gifts will be available from Fiscal Analyst upon request.

NOTES:

- These agreements were created to help develop relationships with private industry.
- They are typically used to fund small dollar amounts. Anything over $5,000 will need to be cleared through CAHNRS Grants.
- There can be NO terms or conditions for the funding. The funding is a GIFT to support research projects and NO budget or agreed upon deliverables are required.