

**MSU EXTENSION**  
**ADDITIONAL FUNDING / SERVICE AGREEMENTS**

**General Information Concerning Contracts**

- All contracts – meaning, the County or other entity wishes to use its own language or document – require CGA review/approval, regardless of amount.
  - Grants and contracts are subject to overhead assessment. There are a number of rates, exemptions, etc. Please check with your Institute’s fiscal officer.
  - If Services Agreement is over \$5,000, CGA review/approval is necessary. (See *Cost Recovery Process* on the Business Office website for additional details. [http://od.msue.msu.edu/business\\_office/forms](http://od.msue.msu.edu/business_office/forms))
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**Source of funds Flow Chart**

- I. If funds are coming from the County – including if the County is acting as the pass-through of funds from another source – the MSUE District Coordinator is responsible for oversight and implementation
  - II. If Michigan Exempt Organization, follow 1
    - a. First verify that organization exists on AgBioResearch web site:  
<http://agbioresearch.msu.edu/indirectcosts.html>
    - b. If the Organization does not exist on the AgBioResearch site, contact Dr. Lovejoy
    - c. If the Organization exists, follow OSP eTransmittal: <https://www.osp.msu.edu/> (select Proposal from left-hand menu and select New eTransmittal)
  - III. If 4-H Council, follow 2
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1. Michigan Exempt Organizations (see listing on AgBioResarch website – link above)
  - a. Treated as a research/special project
  - b. Must come in with project scope/responsibilities and budget
  - c. Would be set up as a special research/project account within appropriate MSUE Institute
  - d. Requires e-transmittal (link above)
  - e. No Facilities and Administration (F&A) fee and no 2% administrative fee
  - f. If the Michigan Exempt Organization’s funds are from another organization that is subject to F&A, MSU will expect the payment of F&A.
  - g. If the Michigan Exempt Organization receives overhead on funds received from another organization, MSU will expect F&A from your grant/contract as indicated by MSU policy.
2. When money is available from a 4-H Council
  - a. Non service fee, gift
  - b. Cannot be for a specific deliverable
  - c. Money will be in-and-out
  - d. See template for the gift letter; gift letter includes a broad statement for the intent of the gift
  - e. Money will come in and be placed a unique sub account under that county’s gift account, so that it can be charged accordingly for all fees (salary, fringe, operating, etc.)
  - f. Appropriate Educator oversees expenses related to that gift, tracking balance and expenses
  - g. An estimate of what the gift amount can cover (i.e. pay, fringe, etc.) will be used to determine the length of service, if it’s to cover an individual(s)
3. Services Agreements – see Cost Recovery Distribution/Service Agreements