Master Agreement with Entity in which MSU Employee Holds an Interest

See also:
- Guidelines: MSU Contract with Entity in which MSU Employee holds an Interest (or with MSU Employee)
- MSU Policy on Outside Work for Pay
- Guidelines: Providing Technical Testing Services to Entities in which MSU Employee Holds a Financial Interest

Master Research Agreements:

“The University encourages faculty/academic staff members and students to engage in research, including that sponsored by such outside agencies as foundations, professional associations, government, and private industry, for it is only through continued and expanding research activity that the excellence of teaching programs can be maintained and improved, and the function of the University as a contributor to the storehouse of knowledge fulfilled. Important reciprocal benefits from sponsored research accrue to the University and to sponsoring agencies if the basic purposes and functions of each are duly respected.” (Sponsored Research and Creative Endeavor, MSU Faculty Handbook)

Occasionally, a sponsor may request that MSU enter into a long-term master agreement to conduct multiple research projects over a period of time for specific purposes but with an open-ended scale and scope for individual projects or tasks. Under such agreements, the sponsor commits to funding a series of projects or tasks that have not yet been individually prescribed, but which fall into the broader scope covered by the master agreement. The master agreement specifies the terms, conditions, and/or cost basis for projects, but the statements of work may not yet be developed.

The Office of Sponsored Programs (OSP) and Contract and Grant Administration (CGA) are responsible for administrative oversight of funded projects in consultation with other offices (e.g., MSU Technologies and Business Connect) and are delegated the authority to negotiate and sign master research agreements when requested and the situation warrants.

Under master agreements, the expectation is that each task order, as it is newly issued, be provided to OSP/CGA (or Business Connect, as appropriate) with an itemized budget of direct and indirect costs. Submission and review follows regular university procedures, including review and endorsement by the chair and dean of the responsible academic unit(s).

Master Research Agreement with Entity in which MSU Employee Holds a Financial Interest:

Before endorsing a proposed master research agreement to be funded by an entity in which an employee holds a financial interest, the chair, in consultation with the dean, must make a considered judgment regarding appropriateness of the proposed work. The chair and dean should also take a leadership role in the review of the conflict situation under the Faculty Conflict of Interest Policy in consultation with the Faculty Conflict of Interest Officer. This is particularly important when the employee with the financial interest also has direct responsibility for proposing, conducting, and reporting the results of tasks proposed for completion under the master agreement.

If proposing to support entering into the master agreement, the chair and dean should provide the following information (use attached form):
- Proposed sponsor’s name, address and type of organization;
- Anticipated total cost and duration of the proposed master research agreement;
- Facilities or personnel to be used to conduct the research;
- Name of MSU employee(s) with a financial interest in the sponsor;
- Description of the financial interest held;
- Nature and degree of the employee’s assignment in conducting research under the master research agreement;
- Statement endorsing the master agreement and commitment to:
  o Provide ongoing oversight for task order budgets to ensure that the costs of the research are paid by the sponsor;
  o Ensure that any associated outside work for pay is reviewed and approved; and
  o Ensure that any conflicting interest related to projects conducted under the master research agreement is reviewed and managed or resolved under the Faculty Conflict of Interest Policy.

Sufficient advance notice of the proposed master agreement and subsequent task orders must be provided, so that related review for conflict of interest and approvals by the Board of Trustees may be completed.
Contact:
For consultation and assistance, please contact:

Brian Mattes, Faculty Conflict of Interest Officer
408 W. Circle Drive, 105D Olds Hall
fcoio@msu.edu
517.884.7000  office/voice mail
517.432.9555  fax
MSU Conflict of Interest

Master Research Agreement (MRA) with Entity in which MSU Employee Holds a Financial Interest

Name of Entity Proposing MRA: ________________________________

Entity Address: ____________________________________________

Type of Organization: ________________________________________

Anticipated total cost and duration of the proposed master research agreement: __________________________

Name(s) of MSU employee(s) with financial interest in the entity and nature and degree of their assignment in conducting research under the master research agreement: __________________________

__________________________

Facilities or personnel to be used to conduct the research: __________________________

______________________________________________________________________

We have reviewed and endorse the proposed master research agreement and are committed to:

- Provide ongoing oversight for task order budgets to ensure that the costs of the research are paid by the sponsor;
- Ensure that any associated outside work for pay is reviewed and approved; and
- Ensure that any conflicting interest related to projects conducted under the master research agreement is reviewed and managed or resolved under the Faculty Conflict of Interest Policy.

Chair ________________________________ Date: ________________

Dean ________________________________ Date: ________________

Please send the original of this document to:

Contract and Grant Administration
Room 2 Hannah Administration Building
426 Auditorium Road

517.355.5040 office/voice mail
517.353.9812 fax