



*Mississippi Agricultural and Forestry Experiment Station*

*Mississippi State University Extension Service*

## MAFES/Extension GMOA Process

General Memorandums of Agreement (GMOAs) are used to facilitate unrestricted support of research/extension activities associated with a specific department, commodity, program, or principal investigator. GMOAs are an appropriate contractual vehicle when the following conditions are met:

1. The sponsor acknowledges that the funds are provided for unrestricted, “generic” support of a particular research/extension program,
2. The sponsor requires/provides no specific scope of work or protocol to be implemented in the research/extension activity,
3. The sponsor expects/requires no specific deliverables associated with the research/extension activities,
4. The total amount of the support is less than or equal to \$50,000.
5. Agreements not meeting these criteria may be more appropriately processed as a Specific Memorandum of Agreement (SMOA).

The general departmental fund records all transactions identified by activity (CRIS) code. In addition, the departmental business office maintains a separate record for each PI. GMOA's processed through MAFES and Extension will be assessed a 5% administrative fee by the respective Director's office. The Department may assess an additional 10% administrative fee for a maximum total administrative cost of up to 15%.

The PI will complete the GMOA form, which can be found on the MAFES website, [www.mafes.msstate.edu](http://www.mafes.msstate.edu) under Faculty/Staff Resources. The PI will get his/her Department Head signature and then forward the GMOA on to MAFES or Extension Administration for signature. If the PI has already received the check, then the check should be forwarded with the GMOA. The PI should also have a letter from the Sponsor stating the gift is “unrestricted.”

If a check is received, it must be deposited within a timely manner. According to SOP 62.07, **do not hold checks for future processing.** Most checks have an expiration date, so please be mindful of that. If the check is deposited by the Department or R&E center, be sure to make a photocopy of the check before depositing. If a PI receives a check and has not received the letter from the sponsor stating the gift is unrestricted, please go ahead and request a letter stating the unrestricted nature of the research support and send the GMOA and check on to MAFES/MSU-ES administration, so it can be deposited. We can hold the GMOA in MAFES or Extension, but the check should not be held.

Once MAFES or Extension Administration receives the GMOA, we will have it signed by the Director and then forward it on to Sponsored Programs Administration for signature. Once it has

been signed by Sponsored Programs Administration, it will be returned to MAFES or Extension for further processing.

Once we receive it back from Sponsored Programs Administration, we will send a letter and the signed GMOA to the Sponsor requesting their signature. If we have already received the check, the letter will acknowledge receipt of their check. If we have not received the check, the letter will be requesting the check.

GMOA's being processed through MAFES need to be sent to Mary Ann Downs, [mdowns@mafes.msstate.edu](mailto:mdowns@mafes.msstate.edu) or Box 9740, Ms. State, MS 39762

GMOA's being processed through Extension Service need to be sent to Vicki Vaughn, [vickiv@ext.msstate.edu](mailto:vickiv@ext.msstate.edu) or Box 9601, Ms. State, MS 39762.

**\*\* NO deposits should be put into the Departmental GMOA account without a GMOA form being processed.\*\***

**\*\* NO faculty or staff of the department can invoice a sponsor for a GMOA.\*\***