

**Memorandum of Understanding  
among the  
UWM Office of Development, the UWM Foundation,  
and the  
UWM Graduate School**

**Purpose**

- This document is intended to articulate the processes and pathways to be used in the acquisition of external support for projects to be carried out at UWM including proposal submission and award acceptance.
- It is further intended to clarify the interrelationship among the UWM Office of Development, the UWM Foundation, and the UWM Graduate School in these processes.

**Shared Mission** – The mission shared by the UWM Office of Development, the UWM Foundation and the UWM Graduate School is to maximize external financial support for University programs consistent with University and UW System policies, state laws and federal regulations.

**Principles**

- External funding can come into the University through a variety of entry points and pathways.
- External funding can come into the University in a variety of forms. Each form has its own set of defining characteristics, opportunities and constraints.
- Common names of forms (such as grant, agreement, gift, etc.) may have different meanings for different sponsors. Therefore, assessment of the attributes of each transaction must be built into the process for determining appropriate pathway.
- It is important to develop clear criteria for determining the pathway of transactions and to communicate these criteria widely and routinely to the campus and to the community. It is also important to educate potential sponsors regarding shared understandings and accepted policies and procedures of the University.
- External funding can come directly to the University through the Graduate School or indirectly through the UWM Foundation. The expectations of these two entities are guided by different priorities and constraints. For that reason, it is critical that the choice of pathways be based on a deliberate consideration of the characteristics of the transaction. Any exceptions must be carefully considered, and due diligence must be exercised to ensure that the selection of a pathway not compromise the University's obligations as the ultimate grantee.

- Staffs of the UWM Graduate School, UWM Office of Development and the UWM Foundation will familiarize themselves with the characteristics, processes and pathways described in this document and will take responsibility for directing transactions to the appropriate office, providing a seamless appearance to both the University community and potential sponsor/donors.

### **Assumptions**

- External financial support can come into the University as transactions initially handled by the UWM Foundation or as transactions initially handled by the UWM Graduate School.
- Since most expenditures need to be made from a University 133 account, transactions initially handled by the UWM Graduate School require less administrative effort on the part of both the UWM Foundation and the UWM Graduate School than those initially handled by the UWM Foundation and then are transferred to a 133 account.
- Due to recent changes in CASE guidelines, philanthropic transactions can be counted whether they are initially handled by the UWM Foundation or by the UWM Graduate School.
- Efforts by Development personnel can be tracked whether the resulting transactions are initially handled by the UWM Foundation or the UWM Graduate School.
- There may be situations in which a sponsor might require that funds go directly to the UWM Foundation, even if our criteria for determining the appropriate pathway would suggest otherwise.

### **Transaction Criteria to Determine Appropriate Entry Point, Pathway and Process**

Criteria that identify a transaction as one to be received by the UWM Foundation:

- Funding is irrevocable
- There is no quid pro quo associated with the transaction
- There is no detailed statement of work
- There is no detailed financial report required
- There is no time period within which funds must be expended
- There is no requirement for unexpended funds to be returned to donor

Criteria that identify a transaction as one to be received by the UWM Graduate School:

- There are specified start and end dates for the expenditure of funds

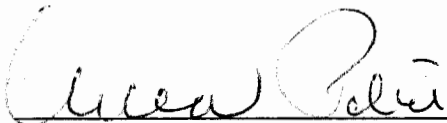
- There is a detailed statement of work associated with the transaction which may or may not include quid pro quo
- There is a detailed budget which may include a requirement to obtain sponsor approval to modify the budget
- Specific terms and conditions are included in the award document
- Project expenditures may be subject to audit
- Detailed financial and/or progress reports may be required
- Funds unexpended by the end date may need to be returned to donor
- Indirect (Facilities and Administrative) Costs may be requested although may not always be granted

## **Procedures**

- Procedures for communicating processes and pathways to the campus community:
  - Review by Academic Deans' Council (ADC)
  - Review by Unit Business Representatives (UBR) group
  - Posting on websites of UWM Foundation and UWM Graduate School
  - Inclusion in "beginning of academic year memo" from Associate Provost for Research
  - Presentation at new faculty orientation by RSA
- In order to ensure that the UWM Foundation activities are consistent with University mission and priorities, the UWM Office of Development and the UWM Foundation will consult with the Provost, the Associate Provost for Research, and the Deans regarding solicitations that require identifying potential University PI's and for vetting completed proposals if necessary.
- Procedures for ongoing communication and coordination between UWM Foundation and UWM Graduate School
  - Monthly exchange of prospect list, proposal logs and report of awards received by the UWM Graduate School that meet CASE standards for philanthropic transactions.
  - Notification by UWM Foundation to UWM Graduate School of potential proposal for project activity
  - Discussions, as needed, to define transaction criteria and determine appropriate pathway
- Procedures for handling exceptions to the prescribed process and for subsequent processing
  - Request for exception must include written justification for exception
  - Granting of exception requires joint approval from the UWM Foundation and the UWM Graduate School

- Requires UWM Graduate School review prior to submission of proposal and prior to acceptance of award by UWM Foundation in order to
  - Ensure that the proposed budget is consistent with the proposed project
  - Ensure that the terms and conditions are acceptable to the Board of Regents
  - Determine the need for internal compliance review
  - Determine the extent of the use of University resources and ensure approval of that use by appropriate University officials
  - Determine the indirect cost policy of the sponsor.
  
- In order to provide needed information for review, requests for UWM Graduate School review of exceptions should be accompanied by a completed and signed Transmittal Form (T-form).

**APPROVED**



Lucia L. Petrie  
Vice Chancellor, Development  
Executive Director, UWM Foundation

**APPROVED**



Dale J. Jaffe  
Interim Dean of the Graduate School and  
Associate Provost for Research

May 18, 2004  
Date

May 17, 2004  
Date