

Internship MOU Processing for A&M-SA Faculty & Staff

Here is a recommended process to complete the internship MOU process.

Signing Authorities

Academics

- Provost is the only authority to sign an MOU for Academic Affairs
- Stephanie Gonzalez and Joni Foster help manage process for the Provost Office

Other Departments

- The Office of the President/University President signs any MOU's pertaining to Enrollment, Contract Administrator can sign certain MOU's not pertaining to these 2 subjects under \$100,000, anything over up to \$300,000 will be signed by the CFO (Len Cullo)

It is recommended that you discuss with your leadership/ chain of command prior to starting this process for your area/department.

A&M-SA Contracts Department

- Deborah Campos-Leon, Contract Administrator, handles all MOUs and Contract Agreements for the entire university, MOU's MUST be reviewed and approved first, before they are signed to make sure that the document meets compliance. Deborah will provide Redlines for corrections and missing information as needed.
- ITS has developed a central contracts portal via a Jira/Banner Procurement Portal where all contract and MOU reviews need to be requested:
<https://tamusa.jotform.com/222406648956970>
- It takes up to 2 weeks for review (or longer). Do anticipate following up with contracts via the JIRA post (make comments). Do consider deadlines and make it clear when it's needed to be completed.

The Process:

- Check with Contracts to see if an MOU with a company already exists. This will be in the Procurement database, which can be searched by contracts staff.
 - Unless it's a very specific program or there is funding involved, most MOUs can be utilized university wide, regardless of the department that initiated the MOU. (They can be piggybacked, from Systems or any other university, however contracts will require to draft/process an Addendum to reference using this other MOU)
- If your area/department does not have an MOU and would like to utilize the approved Internship Global MOU template- contact the Mays Center, mays@tamusa.edu, to get a copy.
 - When filling out, include the company/partner info on highlighted areas.
- Upload your request and the MOU- [Contracts Service Request Form](#)
- Deborah reviews (up to 2 weeks or more depending on the workload, subject matter, and if it requires OGC review), once finalized, reviewed and approved, you will get an approval email and/or JIRA message for your MOU to be sent to the company. The company must ALWAYS sign first.

- Once the company/organization signs, attach to the JIRA request, it goes back to Deborah for final review. However, if the company Redlines any items, it must be reviewed again and negotiations back and forth will occur (this could take a while).
 - Upload it to the JIRA PROC# on the Contracts Service Request you created originally.
 - You will get an approval notice in JIRA so you can then send to your delegation authority for final signature. You can request contracts office assist with this as well.
 - Our Delegation of Authority (Provost, President and/or Contract Administrator) will sign it. Once signed and executed (executed means it's been signed by both parties and is now a valid document).

**Remember that MOU's are non-binding legally, they are a good faith agreement between 2 parties. Only Agreements are legally binding.*

***NOTE:**

- Any edits requested by the other party (vendor/company/organization) in Article 2 only, requires review and approval by the "Contract Administrator", before it can be signed to make sure that the changes have no Red Flags or Risk to our organization. You will need to add the Request to JIRA again.
 - Each time will take 2-4 weeks, or longer if changes are required.
- Deborah reviews again and approves in the JIRE, contracts can send to the Provost/President Admin. Contact to request their signature and be returned to her, once executed. (ALWAYS save your documents under this name convention please: MOU-Enter the Subject name here-Draft (Month-year)
 - Example: MOU-Educare-Draft (August 2023), Deborah will change Draft to Final, once finalized and ready to be signed.
- You will be able to review the progress in JIRA, Deborah will comment on any updates, with updated attachments and instructions.
- ITS will always save a copy of all executed copies for both MOU's and Agreements to their database.
 - You will provide the final signed executed copy of the MOU to the company, once executed (signed by both parties) for their records.

Other Recommendations/Issues:

- Attach files from outside company MOU sources to the Contracts Service Request Form.
- Your student(s) can still intern at the company while MOU is being processed. It's likely there is not an MOU for the company already, so you are helping the university by starting this process, thank you!
- If money is involved (does not relate to the vendor/company paying student), check the [contracts website](#) for details.
- **Renewals-** Managed in the JIRA as well; Reminders sent 130 days-90 days -30 days before the expiration of submitted MOUs to remind the initiator to seek an updated agreement.