Cost Recovery Process/Service Agreements

ALL events should be handled via the MSUE events management system.

1. All splits occur after all income and expenses are resolved
   a. Educator will have access to account/sub-accounts and is responsible for monitoring
   b. 30 - Institute / 30 - Workgroup / 40 - Educator – if single educator
   c. 50 - Institute / 50 - Workgroup – if multiple educators/workgroup

Note: If salary savings are part of cost recovery, those are credited to the Institute and Institute Director will determine whether and how much of a sharing there will be.

2. Services Agreements:
   a. Educator discusses with Institute Director (ID), first
      ▪ Involvement of and collaboration with District Coordinator is important, if agreement is with a local partner (the DC may already have relationship with or be able to work out some hiccoughs)
   b. Cover sheet, Statement of Work and Services Agreement are sent to ID for approval
   c. ID forwards approved forms to Institute Fiscal Officer (FO)
   d. FO obtains MSU Contracts and Grants approval (for agreements over $5,000)
   e. FO sets up accounts/sub-accounts, adds that information to forms and sends back to Educator or “lead” educator

3. Educator notifies FO when all expenses are incurred

4. FO will confirm cost-recovery splits with ID, process and notify educator/“lead” educator

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