

CANR Process for Development for Memorandum of Understanding (MoU) with International Partners

The leadership of College of Agriculture and Natural Resources (CANR) have developed the following process for developing Memorandum of Understandings (MoUs) for international collaborations and partnerships in research, teaching and/or extension. This process is in line with the MSU policies and procedures for MoUs. All the MoUs in CANR are signed by the Dean of CANR, Dean of ISP, and MSU Provost. The step by step process for the development of MoUs is as follow:

1. The first point of contact is Leigh Baker (leighb@msu.edu; Phone: 517 355 0123). Please contact Leigh and she will provide you the CANR Partnership Request Form.
2. Complete the CANR Partnership Request Form and send it to Leigh.
3. Leigh will review the Partnership Request Form and score it and pass it on to Karim Maredia and to CANR leadership team members as appropriate (For Research is Doug Buhler; For Teaching is Kelly Millenbah; and For Extension/Outreach is Jeff Dwyer).
4. Karim Maredia and CANR Leadership Team member will review the Partnership Request Form and send feedback and approval to Leigh.
5. Leigh will send you the MSU MoU Template for you to complete in collaboration with your partner and make sure that it is acceptable to both the parties.
6. While developing the MoU, please add a short action plan/work plan (half-page to one-page maximum) as an Annex at the end of MoU. This is now required for monitoring progress on the action plans included in the MoU.
7. Once you submit the completed MoU, Leigh will forward it to Ashley Green at International Studies and Programs (ISP) for her review and further processing.
8. Ashley will forward the completed MoU to ISP Dean and to the Office of General Counsel (OGC) for their reviews and approvals.
9. Once approved by ISP and OGC, Leigh will print four original copies and obtain CANR Dean's signature and work with Ashley Green to obtain signatures of ISP Dean and OGC Official. Ashley will then forward the signed copies of MOU to Leigh.
10. Leigh will provide you signed copies to obtain signature(s) of your partner. Scanned copies of signed MoUs are acceptable at MSU.