

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
EMORY UNIVERSITY  
AND GEORGIA TECH RESEARCH CORPORATION  
REGARDING GRADUATE STUDENT SUPPORT ON RESEARCH GRANTS AND CONTRACTS

BACKGROUND

The purpose of this MOU is to provide guidance on the administration of sub-agreements issued to support graduate students enrolled in all degree programs where graduate students are paid at one institution but are supported from funding at the other institution. Georgia Tech's College of Engineering and Emory University's School of Medicine joined to establish the Georgia Tech / Emory Department of Biomedical Engineering (BME) in 1997. This academic unit is a unique partnership designed to research innovations in medical imaging, computer-assisted surgery, medical devices, and more efficient delivery of drugs to disease sites. This joint BME Department complements the significant investments already made in bioengineering by other academic units and has served as the catalyst for establishing many other collaborative opportunities between the two institutions. These Guiding Principles apply to the joint BME program as described in Attachment A, although graduate student support may be provided for graduate students enrolled in any doctoral degree program.

For the purpose of clarity, the parties agree that, for BME graduate students who enrolled in Fall 2014 or after and who affiliate with Emory laboratories, these students will maintain primary registration with Emory and will be paid directly through Emory. It is not expected that this agreement will apply to those students when working with Emory faculty.

GUIDING PRINCIPLES FOR EMORY –GEORGIA TECH SPONSORED RESEARCH

In order to facilitate collaborations between Emory and Georgia Tech that will encourage faculty to include support for graduate research assistants (hereinafter referred to as "GRA"s), we intend to simplify the process by:

- Addressing parity issues pertaining to the cost of supporting GRAs between institutions;
- Allowing faculty to maximize direct costs available to them on their research grants;
- Recovering appropriate F&A for the institutions;
- Encouraging sound financial management

### PROPOSAL<sup>1</sup> SUBMISSION PROCESS FOR EXTERNAL FUNDING REQUESTING “STUDENT SUPPORT ONLY”

Proposals submitted for funding to external sponsors should be submitted by the Principal Investigator through the Office of Sponsored Programs (OSP) at the institution where the Principal Investigator (PI) is employed (Prime Institution). If the PI elects to include funding for a GRA at the other institution (Georgia Tech in the case of Emory employees, Emory in the case of Georgia Tech employees) in the proposal, the funding for the student will be treated as a subcontract to the institution where the student is enrolled (Subrecipient Institution). In this situation, the student will serve as the PI of record for the subcontract awarded by the Prime Institution to the Subrecipient Institution if the subcontract budget is limited to stipend, tuition, fringe benefits, and F&A. The OSP at the Subrecipient Institution will prepare a budget and required proposal documents for inclusion in the Prime Institution’s proposal. In cases where the student is unknown at the time of submission, the Vice President for Research Administration will serve as the interim PI on Emory proposals and the Vice President for Research will serve as interim PI for Georgia Tech.

Any exceptions to this will require prior approval and should be noted on the proposed sub award institution’s cover letter.

### NOTIFICATION OF CHANGE OF PI FROM VPR TO NAMED STUDENT

When the name of the student who will be working on the project (and serving as the PI on the subcontract) is determined and *prior to award*, the Prime Institution’s PI must notify both Offices of Sponsored Programs so their records can be updated to reflect the student as the PI on the subcontract.

The proposal budget should only include student support for GRAs currently, or anticipated to be, enrolled in programs where there is an ongoing collaboration between the two institutions. Support items include student stipend, fringe, tuition, and F&A at the off-campus rate, currently 26%.

If an award is made pursuant to the proposal submitted by the Prime Institution, a subcontract from the Prime Institution to the Subrecipient Institution will be issued.

When the Subcontract is issued with the student named as PI, the Prime Institution will need to reference the Proposal DOC ID or similar internal tracking number assigned at the time of the initial proposal submission in the transmittal to the Subrecipient Institution. Otherwise, there may be a delay in matching the award with the proposal.

The Prime Institution agrees to waive the F&A normally charged on the first \$25,000 of the subcontract.

If any other expenses are included in the proposed budget, it will not be eligible for the off-campus F&A rate, and should be treated in accordance with the process below

### PROPOSAL SUBMISSION PROCESS FOR EXTERNAL FUNDING REQUESTING OTHER ITEMS (INCLUDING STUDENT SUPPORT)

Proposals submitted for funding to external sponsors should be submitted by the Principal Investigator through the Office of Sponsored Programs (OSP) at the institution where they are employed. This

---

<sup>1</sup> In the event a graduate student is recruited after an award is made and a subcontract is necessary, subject to sponsor policy and procedures, the project may be rebudgeted, prior approvals obtained and a subcontract requested.

applies regardless of any affiliate status the PI may have at the other institution. If collaboration is anticipated, the budget should include funding for the issuance of a subcontract from the Prime Institution to the Subrecipient Institution. Full F&A shall be applied in accordance with each institution's F&A policy in effect at the time of submission.

PROPOSAL SUBMISSION PROCESS FOR STUDENTS SEEKING FELLOWSHIPS

If a student is interested in submitting an application for funding to sponsors such as AHA, they should submit their proposal through the institution where they are enrolled and which will administer their stipend. The student can be listed as the PI on the institution's form, but a mentor or administrative coordinator at the student's enrolling institution must also be named on the routing sheet.

PROPOSAL SUBMISSION PROCESS FOR INTERNAL UNIVERSITY FUNDS (INCLUDING DISCRETIONARY FUNDS; FOUNDATION FUNDS, STATE FUNDS)

A proposal should include a statement of work and budget which is appropriate for the source of funds and be submitted to the institution providing the funds. The budget should include the normal line items with the exception of F&A, which is generally not applicable due to the source of funds. These proposals should be routed directly to the Office of the Dean at the PI's home institution and not through their Office of Sponsored Programs unless otherwise required *e.g.* seed funds, etc.

RECOMMENDED BEST PRACTICES:

- Strongly encouraging faculty to include a proposed subcontract for a graduate research assistant on every research project proposal unless they are certain that no GRAs will be hired.
- Inflate GRA's salary each year by a standard COLA multiplier not to exceed 3% to cover anticipated increases in salary and the tuition escalator approved by ONR (applies to Ga Tech GRAs only).
- For proposals submitted in the name of the VPR (due to the "to be determined" status of the GRA), the institution that holds the prime award will be responsible for informing the awarding agency of the change in key personnel when the identification of the GRA occurs.

This MOU will remain in effect for a period of three years unless amended by mutual agreement of the parties.

EMORY UNIVERSITY

  
\_\_\_\_\_  
SIGNATURE

*Vice President Research Admin.*  
\_\_\_\_\_  
TITLE

*August 12, 2016*  
\_\_\_\_\_  
DATE

GEORGIA TECH RESEARCH CORPORATION

  
\_\_\_\_\_  
SIGNATURE  
**JILDA DIEHL GARTON**  
General Manager

\_\_\_\_\_  
TITLE

*August 12, 2016*  
\_\_\_\_\_  
DATE

**ATTACHMENT A**

**Scenarios for Engagement of Graduate Research Assistants in  
Research Projects in Biomedical Engineering (BME) at  
Emory University (Emory) and Georgia Institute of Technology (GT)**

<b>Faculty Status</b>	<b>Student Status</b>	<b>Requirements</b>
Emory BME faculty	Emory BME student	No subcontract required. Emory BME students enroll through Emory.
Emory BME faculty	Emory Non-BME student	No subcontract required. Emory non-BME students enroll through Emory.
Emory BME faculty	Georgia Tech BME student	
Emory BME faculty	Georgia Tech Non-BME student	
Georgia Tech BME faculty	Georgia Tech BME student	No subcontract required. GT BME students enroll through GT.
Georgia Tech BME faculty	Georgia Tech Non-BME student	No subcontract required. GT
Georgia Tech BME faculty	Emory BME student	
Georgia Tech BME faculty	Emory Non-BME student	