

# OH WHAT TO DO WITH A MOU

**PRESENTED BY: THE OFFICE OF ACADEMIC AFFAIRS**



# THE PROCESS

- Faculty, staff, or department internally initiates.
- Deans, or other designees, submit agreement to OAA for programmatic review with memo to Provost attached.
- Once programmatically reviewed and approved, we submit to the Office of General Council (OGC) with agreement and supporting documents. If programmatically *not* approved, the agreement gets sent back to the school.
- Once received from OGC, **two** options:
  - **Approved:** returned back to school to execute signatures for both parties
  - **NOT Approved:** OAA will return agreement with OGC edits/revisions/questions requesting the school to take action.
- Once OAA receives executed, partner and Morgan signed agreement, it is submitted to president designee for final approval and signature.
- When OAA receives final agreement from signee, it is returned to the school as a fully executed agreement and filed accordingly.

(See flow chart.)



# REVIEWS

## 1. PROGRAMMATIC

- The agreement is reviewed by the OAA (Provost) for academic approval and to ensure the agreement matches with Morgan curriculum.
- If approved, the agreement is submitted to the OGC for legal review.
  - If *not* approved, the agreement is returned to the school and no action is taken.

## 2. LEGAL

- Once programmatically approved, agreements are submitted to the Office of General Counsel for approval of legal form and sufficiency.
- The OGC will either approve the agreement, or not approve and provide comments/edits for the school and partner to take action on.



# OGC – APPROVED

- The MOU will be returned to the College/School Office of the Dean by OAA. The College/School is responsible for returning agreement to the external party for approval of the revisions presented in the MOU by the General Counsel before any signatory approval from the university can be obtained.
- **If partner agrees to revisions:**
  - Revised MOU with partner's acceptance and initial's adjacent to each revision must be returned by the partner to the College/School Office of the Dean.
  - The College/School Office of Dean is responsible for returning the MOUs with a signed cover memo by the Dean to the Office of the Provost indicating that the MOU as revised by the OGC has been accepted by the partner/external party.



# OGC – NOT APPROVED

- Once the OGC revised agreement is provided, review with partner to accept or deny OGC recommended edits/revisions.
  - If partner does not agree to changes made by the OGC, the College/School Office of the Dean is responsible for returning MOUs with a signed cover memo by the Dean to the Office of the Provost indicating that the MOU as revised by the OGC has not been accepted by the partner and is being re-submitted for further legal review with the agreement **containing partner edits/revisions/questions**.
  - If partner agrees to changes made by the OGC, they must **accept in the provided Word document**, and initial by the revisions/comments.
- Before submission, verify, and **re-verify**, that all revisions requested by OGC have been reviewed/changed.



# SUBMISSION ETIQUETTE

## THE HAVE'S

- Please only submit and communicate through [mou.oaa@morgan.edu](mailto:mou.oaa@morgan.edu)
- Submit agreements **AT LEAST** 60 days prior to start date.
- Include all paperwork relating to agreement including memo to OAA, agreement in **WORD** format , and SDAT verification. (example next slide)
- Emails to [mou.oaa@morgan.edu](mailto:mou.oaa@morgan.edu) should clearly state in the body the purpose of the submission. ( initial, re-submission, renewal, continuing review, etc.)
- When re-submitting due to OGC edits/comments please make sure you **REVISE/PROOFREAD** document before submitting to OAA.
- All **renewals** **MUST** have current agreement attached to submission.

## THE HAVE NOTS

- The OGC has asked all communication to be done through the OAA; Please do not contact directly.
- Do **NOT** submit agreements directly to Office of Finance & Management for signature.
- Please limit contact with individuals working on MOU's directly; emails sent to individuals will be disregarded.
- Do not submit agreements in PDF format. Exception is if the partner has already signed agreement— submit along with Word document. (must submit **BOTH**)



# SDAT VERIFICATION

[Egov.Maryland.gov](http://Egov.Maryland.gov) – Maryland Business Express

- Please submit the SDAT verification with your proposed agreement.
- The company must be in good standing.
- The address on the proposed agreement must match the SDAT address. (No P.O. boxes)

**Department ID Number:** D01906528

**Business Name:** BALTIMORE CLAYWORKS, INC.

**Principal Office:** 5706 SMITH AVE.  
BALTIMORE MD 21209

**Resident Agent:** DEBORAH BEDWELL  
5706 SMITH AVE.  
BALTIMORE MD 21209

**Status:** INCORPORATED

 **Good Standing:** THIS BUSINESS IS IN GOOD STANDING  
» [Order Certificate of Status](#)

**Business Type:** CORPORATION

**Business Code:** 04 ORDINARY BUSINESS - NON-STOCK

**Date of Formation/ Registration:** 04/11/1985

**State of Formation:** MD

**Stock Status:** NONSTOCK

**Close Status:** NO


**Department ID Number:** D17743121

**Business Name:** BLACK CHURCH FOOD SECURITY NETWORK, INC.

**Principal Office:** 430 EAST BELVEDERE AVENUE  
BALTIMORE MD 21212

**Resident Agent:** HEBER BROWN, III  
809 BEAUMONT AVENUE  
BALTIMORE MD 21212

**Status:** INCORPORATED

**Good Standing:** THIS BUSINESS IS **NOT IN GOOD STANDING**  
 [What does it mean if a business entity is not in good standing or forfeited?](#)  
» [Order Certificate of Status](#)

**Reason(s) Entity is NOT in Good Standing:** Annual Report Due For 2018 » [File Annual Report](#)  
Please email [sdattcharterhelp@maryland.gov](mailto:sdattcharterhelp@maryland.gov) with questions.

**Business Type:** CORPORATION

**Business Code:** 04 ORDINARY BUSINESS - NON-STOCK

**Date of Formation/ Registration:** 01/23/2017

**State of Formation:** MD

**Stock Status:** NONSTOCK

**Close Status:** NO



# SUBMISSION EXAMPLE

The School of Community Health and Policy is requesting a legal review of the Field Experience Agreement with Black Church Food Security Network to meet the needs of students within the Masters of Public Health Program. The agreement being put forward utilizes the recently revised Field Experience Agreement template provided by Academic Affairs.

The agreement is being requested to meet the needs for non-clinical practicum learning experiences within the School of Community Health and Policy. There have been no prior agreements with the organization; it is a new request. The agreement shall be for a term of 1 year commencing on March 28, 2019, and ending March 27, 2020.

One added change - The Black Church Food Security Network has requested approval to add 3.13 to Section 3 "Duties and Responsibilities of the Organization" to validate with the Organization's needs.

If any additional information is needed, please let me know. Thank you for your time and attention to this request.

## Attachments:

Cover Memo

Questionnaire

SDAT

Field Experience Agreement

## Attachments (4)



MOU Approval Process  
Questionnaire.pdf  
85 KB [View](#) [Download](#)



The Black Church Food  
Security Network -  
Agreement.docx  
72 KB [View](#) [Download](#)



The Black Church Food  
Security Network -  
SDAT.pdf  
429 KB [View](#) [Download](#)



Black Church Food  
Security Network -  
memo.docx  
1 MB [View](#) [Download](#)



# MEMO ETIQUETTE

## ***DO'S***

- Name of partner
- Type of agreement (clinical, field, etc.)
- Start date & duration
- New or Renewal agreement
- Does it utilize the MSU template
- Action you are requesting in regards to agreement

## ***DONT'S***

- “Expedited” term—unless extenuating circumstances (discussion should be had between Dean and MOU OAA i.e. Dr. Moazzami)
- Incorrect dates—start date must match date on the proposed agreement.



# MEMO EXAMPLE



## MEMORANDUM

TO: Dr. Anna McPhatter  
Interim Provost and Senior Vice President

CC: Ms. Richardson

FROM: Dr. Sandra Chipungu  
Interim Dean, School of Social Work

DATE: March 12, 2019

RE: MOU Review & Approval Request

We request the attached Memorandum of Understanding to be reviewed for approval:

**Name of Partner:** LifeBridge Northwest Hospital

**Type of Agreement:** Clinical Affiliation Agreement

**Duration of Agreement:** August 1, 2019 – August 1, 2020

**New or Renewal Agreement:** This is a new agreement. We are seeking to create this partnership in preparation for student placement beginning August 2019.

**OGC Template or Other:** The agreement being put forward does not utilize the template provided by Academic Affairs, as the agency is a large institution with their own template.

**Action(s) Requested:** Please review attached documents below regarding the affiliation agreement. The edits from OGC/OAA have been accepted by the agency and additional edits were made for review by OGC/OAA. Attachments include: 1. Affiliation agreement with OAA/OGC edits, 2. Affiliation agreement with accepted edits and additional edits from LifeBridge Northwest Hospital, and 3. SDAT verification.



## MEMORANDUM

Thursday, March 14, 2019

To: Dr. Anna McPhatter,  
Interim Provost and Senior Vice President for Academic Affairs

Cc: C. Melissa Thomas

From: Dr. Kim Dobson Sydnor,  
Dean, School of Community Health and Policy

Re: Resubmission for Legal Review  
Continuation of Review of the Clinical Training Agreement between Children's Hospital and Morgan State University

This request comes as follow-up to an approved field agreement for Children's Hospital. The organization has asked for clarification of a change made by Office of General Counsel. The question relates to Section 11.0 and controlling laws. The exact language of the organization is provided below:

*In section 11.0, you changed the controlling law to the state of MD. I recognize your school is in MD but you are trying to send rotators to our facility in DC.*

*Before I can submit this contract, I have to see if we will even accept it as we are subject to the laws of DC and your rotators should be also while here.*

As this is an essential placement needed for the April 1, 2019 clinical allocation process, an expedited review and response is requested. If there is any additional information we can provide that would be of assistance, please let us know. The approved OGC agreement (redlined version) is attached.

Please let me know if there are questions or concerns. Thank you.

### Attachments:

Children's Hospital & Morgan State University Agreement – Final Version (OGC Approved Version)

Kim Dobson Sydnor, PhD, Dean  
1700 East Cold Spring Lane • Portage Avenue Campus • Baltimore MD 21251  
Tel: 443-885-3238/3638 • Fax: 443-885-8024 • Email: kim.sydnor@morgan.edu



# OFFICE OF GENERAL COUNCIL

- **The minimum legal review period is 10 days.**
- **The OGC only accepts communication via the OAA office. Please do not reach out directly as they will not respond.**
- OAA has no control over the edits, revisions, comments, or disapproval of agreements by OGC.
- OGC does not accept PDF formats. Only exception is if a partner has already signed an agreement and it has been scanned to PDF –word version of document must still be attached.
- Requires acceptance from partner of all edits (initialing adjacent) in document to continue legal review. Do not re-submit without approving all edits first.



# KEY FACTS

- Consult and work with the **Department of International Affairs** for International MOU's before submitting to OAA. They have templates and can help with the process.
- Every submission requires a NEW MEMO.
- Status updates are to be requested via [mou.oaa@morgan.edu](mailto:mou.oaa@morgan.edu) OR on Intranet site being launched in Spring 2019. Email inquires sent to any other emails will not be followed up.
- See Beta site. [Academic Affairs Information Hub](#)



QUESTIONS. COMMENTS. CONCERNS.

