Memorandum of Understanding
Between
Emory University and
Georgia Tech
Regarding the Support of Graduate Students on Research Grants and Contracts
in the
Department of Biomedical Engineering (BME)

Background
The Purpose of this document is to provide guidance on the administration of sub-agreements used to support graduate students enrolled in the joint degree program. Georgia Tech joined with Emory University School of Medicine to establish the Georgia Tech/Emory Department of Biomedical Engineering (BME) in 1997. This academic unit is a unique partnership within the College of Engineering at Georgia Tech and the School of Medicine at Emory University. Innovations in medical imaging, computer-assisted surgery, medical devices, and more efficient delivery of drugs to disease sites will be research pursuits for BME. The joint BME Department complements the already significant investments made in bioengineering by other academic units.

Guiding Principles for Emory-Georgia Tech Sponsored Research
The guiding principal of this Memorandum of Understanding is to provide clarity regarding the administration of grant and contract support for graduate students enrolled in the program. The intent is to provide more specificity among these inter-institutional agreements thereby stimulating and facilitating the Emory-Georgia Tech collaborations and to provide guidelines that will encourage faculty to include support for graduate research assistants [hereinafter GRAs] in their research proposals.

We intend to do this by:
- Clarifying, streamlining and simplifying the process;
- Addressing parity issues pertaining to the cost of supporting GRAs between the institutions;
- Allowing faculty to maximize direct costs available to them on their research grants;
- Recovering appropriate F&A (IDC-indirect costs) for the institutions;
- Encouraging sound financial management – Indirect cost rates for each University are negotiated with the federal government based on what it costs to do science at each institution. It is assumed and expected that this cost will be budgeted into every federal grant, contract, or subcontract, and collected.

Guiding tenants for processing grant and contract proposals
- Proposals to external sponsors should be submitted by the Principal Investigator (PI) through the Office of Sponsored Programs (OSP) at the institution where the PI is employed.
- Biomedical Engineering Ph.D. [BME] students, as well as Bioengineering Ph.D. [BE] as a rule students enroll at Georgia Tech. Therefore, if a PI anticipates hiring GRAs from these programs, whether named or un-named, on an Emory grant, a subcontract should be included in the budget proposal.
• Sponsored awards budgeted and awarded to have expenditures at both institutions will be handled by subcontracts from the primary institution to the subordinate institution. It is mandatory that a subcontract be included in the proposal budget when such collaboration is anticipated at the time proposals are prepared.

• Where a graduate student or post doctoral fellow submits a fellowship application (example, American Heart Association), the proposal should be submitted through the faculty mentors employing institution.

• If the faculty mentor holds a primary appointment with BME, they automatically have an affiliate appointment at Emory. Thus fellowship applications may be submitted by either institution. Assuming the student is a BME or BE student, and the faculty mentor’s primary appointment is at Emory, we suggest that such a proposal is sent out of GT since the students’ stipend will be administered by GT.

• For allocating internal university funds (discretionary funds, foundation funds, state funds) to other institution, a budget should be developed as well as a statement of work to be performed including a time frame for the expenditures. The subordinate institution will charge no IDC. These documents should be routed to the Office of the Dean at the PI’s home institution.

Emory/Georgia Tech. Department of Biomedical Engineering
Sub-contracting process

• The standard operating procedure is outlined below:
  o The prime proposal and resulting award will be made either to Emory or Georgia Tech depending upon preponderance of effort.
  o Subawards will be incorporated into the grant proposals at the time of submission:
    • Subawards will be solely for the support of: Graduate Research Assistant(s) currently, or anticipated to be, enrolled in the joint Emory/GT BME program;
    • Both institutions agree to apply only the 26% capped administrative portion of F&A (administrative/no facilities) on the proposed sub-contract;
    • The receiving institution agrees to waive the F&A normally charged to the first $25,000 for Student Support for Graduate Research Assistants;
    • If any other expenses are included in the proposed subaward then the entire proposed subaward to be subject to full F&A will be applied and charged by both institutions.
    • The student (from the BME Joint Emory/GT program) will be listed as the PI. In a case where the student is unknown at the time of proposal routing the Associate Vice President for Research Administration will serve as interim PI on Emory proposed subcontracts and the Associate Vice Provost for Research General Manager for the Georgia Tech Research Corporation & Georgia Tech Applied Research Corporation will be interim PI on GT proposed subcontracts.
    • An explanation for any exception will be included in the proposed subaward institution’s cover letter.

• This process will be in effect for all proposals routed on or after 1 December 2008.
- Recommended best practices entail 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.
- Recommended procedure also include inflate GRAs salary each year by a standard COLA multiplier not to exceed 3%; to cover anticipated increases in salary and tuition [for GA Tech GRAs only].
- Routing will follow current standard procedures with the caveat that signatures on a proposed subaward that does not identify a student as the PI will be obtained at the OSP level.
- If no student is identified at the proposal stage but the PI wishes to budget for a student then the school to which a subaward would be issues will be responsible for providing the subaward to the other institution for inclusion in the submission.
- In instances where the student was not identified until the award was made the institution with the prime award will be responsible for updating the agency with the change in key personnel from the placeholder AVP to the named GRA.

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

**EMORY UNIVERSITY**

\[\text{Signature}\]

\[\text{VP for Research Admin.}\]

\[\text{December 16, 2008}\]

**GEORGIA TECH**

\[\text{Signature}\]

\[\text{Associate Vice Provost for Research}\]

\[\text{December 16, 2008}\]