

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