

**How to Initiate a Californian Cooperative Ecosystems Studies Unit Task Agreement
for Research, Technical Assistant or an Educational Project**
(US Forest Service Pacific Southwest Region and Station)

1. Call or email the Region or Station Californian Cooperative Ecosystems Studies Unit (CESU) Coordinator to discuss the potential collaborative project. The CESU Coordinator can help you find an interested CESU partner for the project unless you already have a known CESU partner.
2. The CESU Coordinator can help you fill out the CESU task agreement form with the Partner.
3. In the proposed scope of work statement be sure to include the following:
 - a. Specific details of the proposed scope of work;
 - b. The project contribution to the objectives of the CESU;
 - c. The methodology of the project;
 - d. The substantial involvement of each party;
 - e. The project budget and schedule;
 - f. The specific deliverables;
 - g. Identify project contacts and responsibilities;
 - h. Identify job code for payment.
4. All parties to the task agreement should accomplish a joint review of the proposed scope of work.
5. Submit the final draft to the CESU Coordinator for approval and to ensure compliance with intent of the CESU and fiscal requirements.
6. The CESU Coordinator will submit the task agreement to their respective Grants and Agreement Coordinator for final approval and administrative review. This will include reviewing the format, assignment of ID number, and internal payment coordination. Upon approval, the task agreement will be sent to the signing official.
7. The CESU Coordinator will send copies of the signed task agreement to the Host University to comply with the CESU requirements.

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