

ANR Cooperative Extension Risk Assessment Best Practices

Agreements, Contracts & Grants

A. Administrative Process

1. Set reasonable overhead costs and reduce the need for paperwork
2. Provide agreement templates that are current and approved by UC
3. Make only formal, documented agreements
4. Broaden the conflict of interest reporting requirements to include researchers/Principal Investigators (PIs)
5. Provide periodic audit and review support
6. Obtain written agreements/MOUs to cover appropriate activities; develop written MOUs for all collaborators which describe mutual indemnification
7. Make PIs responsible for meeting report dates on grants and contracts so as not to endanger UC funding

B. Training and Support

1. Maintain expertise at the regional level
2. Provide access to current policy and procedures for responsible administrators
3. Develop tools that guide responsible individuals' ability to analyze and assess risk and benefits.
4. Know, disseminate and enforce UC policies
5. Provide relevant supportive training to advisors and county directors
6. Provide reminders concerning prohibition on signing agreements and personal liability which may result from acting outside scope of authority
7. Train on importance, implications of written agreements
8. Provide separate training for new/out-of-state staff on grants/contracts requirements
9. Implement mandatory training and certification to act as PI

C. County Agreements

1. Facilitate flexibility in program development and partnerships (i.e., allow grants through the county)
2. Acknowledge the importance of county relationships
3. Provide framework for county-based agreements and contracts through county