Umbrella Agreement

Policies

None

Forms

None

Overview

An Umbrella Agreement (UA), or Master Agreement, is a contract reached between The Curators of the University of Missouri and a sponsor in which the parties agree to terms that will govern future transactions or agreements. Examples of terms and conditions typically covered by UAs include use of the University's name, billing requirements, termination language, and governing law. Specific programs, duties, and costs are identified by individual task orders/agreements with reference to the UA's general terms and conditions. UAs allow the University and sponsor to quickly negotiate task orders/agreements, relying on the general terms of the UA in order to focus on project/task-specific terms.

Risk

UAs can be difficult to negotiate; they must anticipate any and all types of research that a sponsor might support at the University in the future. UAs generally govern for an extended period of time but should always specify an end date; terms deemed acceptable based on the applicable laws and policies current as of the date of execution may not be acceptable or desirable in the future.

Procedure

Principal Investigator (PI) – The PI determines the need for a UA with a particular sponsor. The PI works out the details of the programmatic areas in subsequent task orders/agreements covered by the UA. If a PI is not the requestor, the requesting college/division/department will provide an appropriate PI of record for tracking purposes.

Departmental Research Administrator (DRA) – The DRA forwards the sponsor's draft UA to the OSPA Senior Grants and Contracts Administrator (SGCA) directly. For task orders/agreements, the DRA creates the PSRS and internal budget, obtains approvals, and forwards the PSRS, budget, and task/order agreement to the SGCA.

OSPA SGCA – For a UA, the SGCA sets up a project in PeopleSoft (departmental approvals are not needed). For either the UA or subsequent task orders/agreements received, the SGCA reviews the documentation, obtains relevant reviews and approvals (e.g., legal), negotiates terms (if needed), and then requests MU execution.

OSPA Compliance Team – The Compliance Team reviews the UA award setup and forwards to the Administrative Team for processing and filing. The Compliance Team reviews the task order/agreement award setup and forwards to the Postaward Team. Periodically, the Compliance Team runs a UA award listing (OSPA30) to determine if any UAs have expired; and expired awards are closed. Periodically, the Compliance Team runs a UA award listing (OSPA30) to ensure that no expenses have posted to the open UA Chartfields.

OSPA Post-award Team – The Post-award Team reviews the task order/agreement award setup. The Post-award Team does not review the UA award setup because there is no associated budget, milestones, or billing plan. The Post-award Team refers to the UA on an as-needed basis when managing the task orders/agreements.

Responsibilities

Below is an outline of responsibilities as they relate to this process.

Principal Investigator:
- Determine need for a UA.
- Review and approve programmatic information outlined in the UA and related task orders/agreements.
- Responsible for all programmatic and financial aspects of an award.

Department Head (Chair/Director/Dean or designee):
- Provide oversight and approvals.

OSPA:
- Pre-award management including agreement review, negotiation, execution, and setup
- Post-award management including invoicing, financial reporting, and closeout as required for task orders/agreements

Need Help?

If you have questions or comments about this procedure or the required form, contact OSPA at muresearchospa@missouri.edu or (573)-882-7560.

Related Topics

None

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Sponsored Programs Administration
601 Turner Ave | Columbia, MO 65211
573-882-7560 | grantsdc@missouri.edu

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Administration
University of Missouri