Florida Agricultural and Mechanical University
Title III Programs
MEMORANDUM OF UNDERSTANDING

This agreement is made and entered in on October 1, 2008 between ____________ (The First Party) and the Office of Title III Coordination at Florida Agricultural and Mechanical University - FAMU (The Second Party).

The First Party agrees to properly execute the responsibilities of the Activity Director for the ________________ Activity as follows:

- Over-see and monitor the project’s programmatic and financial accountability,
- Coordinate the effective use of project staff; their time, effort and compensation,
- Submit Quarterly, Annual and Final Performance Reports in a timely manner,
- Store, retrieve and account for all valid and reliable data, equipment and other resources.
- Properly account for Title III funds,
- Use funds only for intended purposes,
- Adequately document program activities and use of funds,
- Perform internal audits, and
- Perform other tasks that facilitate compliance with Title III policies and procedures.

In return for these services, the Second party agrees to provide:

- Provide leadership for the integration of Title III objectives into the University’s Comprehensive Development Plan (CDP);
• Orient and keep Activity Directors and other Title III personnel in the loop;
• Payment (If applicable) of $___________ for the services rendered during the following period(s);
• SOURCE OF FUNDS: Account No.:
• Resources; including equipment, supplies, etc.

If not on the Title III payroll; does the University employ the First Party? Yes ( ) No ( )
What is the projected time and effort to be associated with the Title III activity? ___________

My signature attached hereto, denotes my acceptance of the roles and responsibilities as the assigned Activity Director for this Title III initiative:

___________________________________________
Title III Activity Director

___________________________________________
Department Chair/Project Director
(Second Party)

___________________________________________
Dean

___________________________________________
Title III Director

___________________________________________
Executive Staff/Vice President

(The following signatures are needed if Title III pays any portion of salary.)

APPROVED BY:

___________________________________________
President

___________________________________________
Budget Officer /Position Control

___________________________________________
Vice President For Fiscal & Administrative Affairs