



Memorandum

To: CESU Council Federal Agency Representatives
From: CESU Network National Coordinator
Subject: CESU Host University Support Funding
Date: 30 October 2020

In alignment with provisions outlined in the Cooperative Ecosystem Studies Unit (CESU) Network interagency Memorandum of Understanding, whereby the CESU Council shall establish policies and standard operating procedures guiding the activities of the network, this memo hereby establishes a standard procedure for provision of support on behalf of the interagency CESU Council to each CESU host university. Each participating CESU federal agency is expected to implement these steps from this date forward.

Background

Federal agency support funding for CESU host universities has been included as a component of each CESU five-year multi-partner agreement since 1999. The purpose is to provide supplemental funding to help offset costs incurred by CESU host universities associated with fulfilling their roles and responsibilities related to administration and coordination of the CESU partnership. The original funding approach required a one-time transfer of \$10,000. to the host university from each federal partner agency concurrent with enrollment in an individual CESU. A new *annual* CESU host university funding approach was approved by the CESU Council in 2014. Council agencies that agreed to participate committed to the annual delivery of support funding proportional to their respective agency enrollments across the 17 CESUs. The new approach was initiated in Fiscal Year 2015, with a subset of Council agencies providing funding.

CESU Host University Support Process

Each participating Council agency shall provide annual host university support funds in accordance with the Council approved funding level commensurate with enrollment as a signatory partner in one or more CESUs (see attachment). The CESU Network National Office will facilitate execution and administration of interagency reimbursable support agreements (IAA, RSA) with each Council agency and associated financial assistance (FA) awards with each CESU host university. The host university support process steps and timeline are as follows. A visual representation of the process is depicted in Figure 1 below.

- Quarter One, Year One (e.g., FY 2021)
 - ☑ CESU Network National Office distributes annual host university support funding memo to Council agencies.
 - ☑ Each agency develops and executes an interagency agreement with the National Park Service (NPS) – administrative host agency to the CESU Network National Office.
- Quarter One/Two, Year One

- ☑ NPS processes interagency agreements and establishes lines of accounting.
- ☑ CESU Network National Office facilitates Department of the Interior (DOI) review/approval for CESU host university awards/modifications.
- Quarter Three, Year One
 - ☑ NPS executes CESU host university awards/modifications, with 12-month period of performance.
- Quarter Three, Year One–Quarter Three, Year Two (e.g., FY 2022)
 - ☑ Host universities execute statement of work tasks and submit invoices and periodic reports to NPS per award terms and conditions.
 - ☑ NPS invoices sponsoring agencies per interagency agreement terms and conditions.
- Quarter Three/Four, Year Two
 - ☑ CESU Network National Office facilitates interagency agreement and host university award closeout actions in alignment with specified periods of performance.

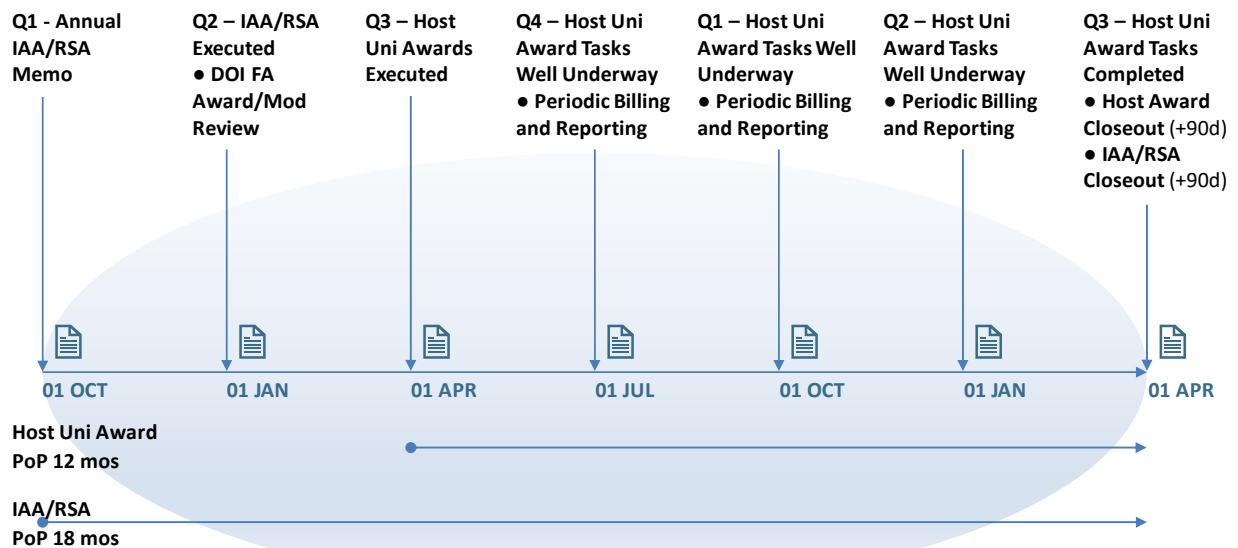


Figure 1. Annual CESU host university support funding cycle.