

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
AGENCY FOR INTERNATIONAL DEVELOPMENT
AND THE
PURDUE UNIVERSITY

Pursuant to the authority contained in Title XII of the Foreign Assistance Act of 1961, as amended, the Agency for International Development ("A.I.D.") and Purdue University ("University") hereby enter into this Memorandum of Understanding ("Memorandum").

ARTICLE I - PURPOSE

Title XII of the Foreign Assistance Act, as amended, (hereinafter referred to as Title XII) has as its broad, overriding purpose to marshal the human and institutional resources of eligible universities, in a more effective partnership with A.I.D., in order to train people and develop and strengthen self-sustaining institutions serving agriculture and rural life in developing countries. The ultimate objective of this partnership is the prevention of famine and freedom from hunger -- to be realized by provision of long term support to the application of science for solving food and nutrition problems in developing countries; by improving U.S. university involvement in AID's efforts to apply science to the goal of increasing world food production; and by strengthening the capabilities of individual universities in program related institutional development.

The commitment of eligible universities of the United States to participate in A.I.D.'s international agricultural programs is recognized as vital in providing sustained support for helping the developing countries to solve their food and nutrition problems. At the same time, the commitment of A.I.D. to a long term relationship with universities also is recognized as essential if universities are to achieve their full potential in assisting A.I.D. to accomplish its mission.

This Memorandum establishes the initial framework for a collaborative relationship and understanding between A.I.D. and the University, and provides broad guidelines for the joint planning and implementation of international food, nutrition, agricultural development, and related programs, under authority of the Title XII amendment. This Memorandum is also intended to facilitate the further development of an efficient and effective long-term partnership and working relationship between the University and AID in the conduct of mutually agreed upon components of the AID program and Title XII legislation. In furtherance of this purpose, it provides for joint development of a forward planning mechanism which projects the levels and kinds of services for long-term participation by the University in AID programs.

This Memorandum sets forth actions to be taken by AID and by the University which constitute a quid pro quo that will assure the University continuity of involvement in a longer term setting, and will assure A.I.D. of a more qualified, responsive, and effective university resource with greater capacity to support A.I.D.'s Title XII programs on a sustained basis.

ARTICLE II - THE UNIVERSITY

1. The University has adopted and implemented policies and procedures which encourage faculty and staff involvement in international programs, and which demonstrate the commitment of its administrators to University involvement in such programs. A statement of these policies and procedures is included as Attachment A to this Memorandum.
2. The University has submitted to the Board for International Food and Agricultural Development (BIFAD) its data for the Registry of Institutional Resources (RIR).

ARTICLE III - DURATION, REVIEW, FORWARD PLANNING AND EXTENSION

This Memorandum is effective on the date of the last signature hereto and will remain in effect for five (5) years. In order to maintain a five-year forward term, the Memorandum may be extended for one year as mutually agreed by the parties at the time of each annual review and forward planning exercise discussed next below.

Annually, during the 4th quarter of AID's fiscal year, the parties will conduct a formal review and forward planning exercise. This exercise will cover all activities conducted under the MOU, including a review of ongoing implementation of policies and procedures under Articles II and V hereof. It will also include a review of projected activities for the next five year period. Forward planning will include identification of opportunities in terms of Title XII projects, programs of work of individual faculty, and research and training in order for A.I.D. and the University to achieve the levels

DX

and kinds of services which may be required. The parties may also mutually agree at that time on the one year extension, modifications, amendments, or termination of the Memorandum.

ARTICLE IV - EVALUATION

In addition to the review described under Article III, A.I.D., BIFAD or the University may request special reviews and evaluations of the implementation of this Memorandum at any time. The results of such reviews shall be reported in writing to A.I. D., BIFAD and the University.

ARTICLE V - COLLABORATION WITH SMALL INSTITUTIONS

The parties recognize that small institutions within the community of U.S. universities have significant talent and expertise in specific areas relevant to international development programs. It is agreed that maximum advantage should be taken of these resources in the design and implementation of A.I.D. and other projects, and that A.I.D. and the university should encourage the participation of, and collaborative relationships with, small institutions in the conduct of Title XII programs.

ARTICLE VI - UNIVERSITY PARTICIPATION

1. The University agrees to use its best efforts to provide personnel from its regular or long term faculty and staff for long term participation in Title XII programs in cooperating countries, with emphasis on the African continent, as follows:

- A. Subject Matter Concentration

1. Plant genetics, improvement, and production including integrated pest management and storage, and handling of agronomic, horticultural, and forestry crops important in the LDC.
2. Farming systems, farm management, and agricultural production economics.
3. Public policies relevant to agricultural modernization, rural development and international agricultural trade.
4. Tropical and sub-tropical soils and other natural resources including soil erosion, land use capabilities, and remote sensing of agricultural and other resources.
5. Human nutrition and health.
6. Alternative sources of energy and energy policies.
7. Animal production and health.

B. Long Term Staff Assignments Abroad

Person-years per fiscal year of professional services in long term faculty and staff assignments abroad.

<u>Fiscal Year</u>	<u>Person Years per Fiscal Year</u>
1983	15
1984	15
1985	15
1986	15
1987	15

For purposes hereof a long term staff assignment abroad means an assignment to work on an AID funded Title XII activity in a cooperating country continuously for one year or more.

C. Short Term Staff Assignments - Short-term professional services funded under the indefinite quantity contract (IQC) provided for in Article VIII-3.

Attachment B specifies the number of long term staff currently assigned abroad and projected to be assigned abroad under Title XII contracts and grants.

2. Staff Changes. The levels of professional person-years may be adjusted by amendment to this Memorandum in accordance with findings of the review made under Articles III or IV, or as otherwise agreed.

ARTICLE VII - SUSTAINED A.I.D. SUPPORT

For the term of this agreement, A.I.D. agrees to use its best efforts to support the level of person years of professional services in the subject fields as specified in Article VI-1 above. Such efforts shall be directed as follows:

- A. Alternative Program and Project Opportunities. In order to provide sustained employment at the specified levels, A.I.D. agrees, subject to the availability of funds and the mutual agreement of the parties, to provide the University with alternative program and project opportunities.

- B. Program Support Grant. The Program Support Grant discussed next under Article VIII - 2 may be used, as an alternative to A above, to sustain, for interim periods, the employment levels specified in Article VI-1-B. The non-matched portion of the Program Support Grant (stipulated as component B in Article VIII-2) will not be used for interim support at levels in excess of those specified in Article VI-1-B.

- C. Other Alternatives. If, during any interim period, the University has not achieved A.I.D. support at the specified levels of long-term staff assignments abroad in Title XII areas under various

other agreements between A.I.D. and the University, and so requests, A.I.D. will otherwise seek to the maximum extent practicable, to sustain those levels of employment. Such sustaining may be realized through the placement of staff members into activities funded by A.I.D. under contracts, grants or cooperative agreements with other entities; temporary assignments of the University's permanent employees in accordance with the applicable provisions of a Dual Path Employment Agreement (DPEA), or the Inter-Governmental Personnel Act (IPA), as implemented by A.I.D.

ARTICLE VIII- AGREEMENTS AND FUNDING

1. Contracts and Grants. Funding for university participation described in Article VI will be available through contracts, grants, and cooperative or other agreements secured by the university from A.I.D. under applicable acquisition and award procedures.

2. Program Support Grant (PSG). A.I.D. will utilize a "Program Support Grant" to fund the maintenance of long term professional support of A.I.D.'s foreign assistance programs, and for the conduct of other university activities directed toward sustaining and upgrading Title XII performance capabilities, and fulfilling the objectives of Title XII directed efforts. Subject to the availability of funds, the annual amount of the program support grant will be ten percent of the annual average of A.I.D business for the immediate past three years up to a maximum of \$300,000 per year. Unexpended funds can be accumulated under the Program Support Grant in an amount not to exceed the total of amounts that could have been obligated to the grant over the immediately preceding three years. While the grant will be for support of A.I.D.'s

programs, the University shall have maximum responsibility and flexibility in managing the grant. The grant will specify that A.I.D.'s funds will be in support of the following activities:

- A. to mobilize its professional and institutional resources, prepare its staff, focus relevant aspects of its research and educational programs on LDC problems and otherwise increase and maintain its capacity to participate in Title XII and related activities in the LDCs. Expenditures under this category are not meant to replace items normally included in grants and contracts.

- B. to meet unanticipated interim costs associated with core staff, programs and position when not assigned to funded Title XII activities.

PSG funds made available to the University by A.I.D which are utilized for functional component A above, will be matched dollar for dollar by the University with non-federal contributions.

PSG funds utilized for functional component B above, will not be matched by the University.

The Grantee shall bear all indirect or overhead costs incurred as the result of performance under the PSG. Neither AID grant funds nor the Grantee's matching non-Federal contributions can be used for payment of such costs.

- 3. Indefinite Quantity of Contract for Short-Term Advisory Services. -- A.I.D. may request short term professional

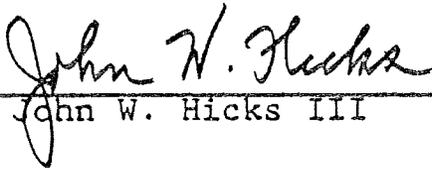
services from time to time through its missions, regional, or Washington offices. Such short term services shall be defined and funded under an indefinite quantity contract (IQC) between A.I.D. and the University.

4. A.I.D. Employment and Interchange Programs. - The University's permanent employees may be assigned to A.I.D. missions and regional or central bureaus by mutual agreement of the parties. University employees would be engaged and funded in accordance with the applicable provisions of the Joint Career Corps (JCC), or the Inter-Governmental Personnel Act (IPA), as implemented by A.I.D.

PURDUE UNIVERSITY

UNITED STATES OF AMERICA
Agency for International
Development

BY


John W. Hicks III

BY


M. Peter McPherson

TITLE Acting President

TITLE Administrator

DATE

12 APR 1983

DATE

12 APR 1983

PURDUE UNIVERSITY

Policies and Procedures: Staff Involvement in
International Activities

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PURDUE UNIVERSITY
POLICIES, PRACTICES AND PROCEDURES
INTERNATIONAL EDUCATION, RESEARCH AND DEVELOPMENT

Purdue University is committed to the proposition that a modern university must have an appropriate international dimension to each of its education, research, and public service missions. It is likewise committed to the proposition that one of its specific missions is to participate, within its areas of expertise and institutional capacity, in national and international efforts to accelerate the rate of economic development and social progress in the less-advantaged nations.

This philosophy has been a significant component of the University's doctrine since its founding in 1869. It has always welcomed students from abroad, exchanged faculty with foreign institutions, promulgated collaborative research its scientists and their colleagues abroad, created opportunities for graduate and undergraduate students to study abroad and participated in programs to assist developing nations in their struggle for economic and social progress.

Since the 1940's, the University has participated in many development assistance programs funded by AID and predecessor agencies and by other donors. Such programs have been in the agricultural, engineering, technology, human nutrition, domestic science, education, and related areas. The University has worked in Latin America, Africa, Asia, and the Near East. Currently, it is involved principally in Africa, Latin America and the Near East.

To assure effective and efficient participation in development assistance and other activities abroad, the University has established administrative

mechanisms and internal procedures and policies appropriate to this mission.

Administratively, there exist three international offices with specific policy and programmatic responsibilities. University-wide, the Office of International Education and Research in the Office of the Executive Vice President and Provost is responsible for all international education, research, development, and public service policies and programs. The Office of International Student Services has responsibility for assuring the admission of qualified international students and scholars and that they receive essential support and services while on campus. The University's Board of Trustees created a Division of International Programs in the School of Agriculture in 1965. This Division, headed by an Associate Dean and Director, is parallel to the Resident Instruction, Agricultural Experiment Station, and the Cooperative Extension Divisions of the School. It is responsible for all international education, research, development and public service activities of the School. The University's Office of Contract and Grant Business Affairs, Purchasing Department, and Business Office are experienced and skilled in handling international contracting, purchasing, shipping, and project logistic support.

The University has developed and implemented a set of policies and practices which provide incentives and are otherwise conducive to faculty and institutional participation and performance in international agricultural development assistance activities. In these respects, it is the policy of Purdue University:

1. to engage only in international development assistance projects the institutional and personnel requirements of which fall within its range of competence and expertise;
2. to limit the number of such activities to that which it has the capacity to conduct with excellence;

3. to actively seek opportunities for international activities consistent with its several missions and which hold promise of being complementary to domestic educational research and public service missions. Initiatives of individual faculty are encouraged and supported in these respects.
4. to become involved only in projects which are consistent with the functions which a university is structured to conduct.

Established procedures to assure compliance with the above general policies

include:

- A. Consultation with Deans, Directors, and involved Department Heads relative to interest and capacity to undertake a proposed project;
 - B. Consultation with faculty as appropriate;
 - C. Notification of senior University officials of "intent" to submit a proposal for a project abroad;
 - D. Clearance of proposal through University hierarchy--departments, divisions, school, provost, business, contract and sponsored programs offices;
 - E. Final approval of project contract or grant by President or his designee.
5. to place responsibility for all programmatic components of each development assistance project undertaken directly in the academic departments the expertise of which is required for the conduct of the activity. Overseas development activities become an integral part of the academic department's total program. The involved departments are responsible for their conduct with excellence.
 6. to adjust normal University procedures and practices, as necessary, to accommodate circumstances associated with international activities.
 7. to staff a high proportion of the positions of foreign development assistance projects with its tenured or tenure-track faculty as an integral part of their professional career pattern. Heads of involved academic departments are responsible for providing appropriate staff.

8. to adjust the base salary of staff assigned abroad in accord with differences in duties and responsibilities associated with such assignments and those of the faculty member's on-campus assignment. This adjustment requires initiation and justification by relevant department head and approval by the Director of International Programs, the Dean of the School and the Executive Vice President and Provost.
9. to evaluate annually the performance of all faculty serving abroad in the same manner and process as on-campus faculty and provide appropriate merit and other adjustments in base salary levels.
10. to evaluate the performance of faculty serving abroad against the duties and responsibilities of their assignment as a basis, through established procedures, for promotion in academic rank and tenure status decisions. Chiefs-of-Party of development projects abroad are required to provide the academic department head and the Director of International Programs a performance evaluation of each team member prior to initiation of the annual promotion/tenure process. This information is made available to the primary (department) committee, the area (school) committee and, for faculty recommended, to the final (University) committee.
11. provide standardized terms and conditions for all faculty serving abroad on University activities irrespective of the source of funds or sponsoring agency; generally, these terms and conditions are consistent with those prevailing under AID sponsored projects.
12. to provide faculty serving abroad with fringe benefits and other amenities; eg, sabbatic leaves, access to University travel grants, etc., identical to those of faculty serving on campus;

13. to appoint, for major development assistance projects, a standing project advisory or steering committee to treat matters of policy and program as required to assure performance;
14. to conduct a periodic review with involved deans, directors, and department heads of project progress, problems and accomplishments.
15. to report annually to the Board of Trustees, and the President on all international activities;
16. to conduct periodic administrative visits to all overseas projects by appropriate officers of the University;
17. to maintain offices staffed by development professionals and support staff to provide substantive backstopping and logistic support for projects and staff in the field;
18. to provide on campus facilities for intensive language training, and area orientation as well as a subject matter resource base for faculty assigned to development projects abroad;
19. to assure that all international activities are included in periodic programmatic and budgetary reviews by the President and other senior officers of the University.
20. to encourage faculty returning from assignments abroad to publish assignment related scientific and scholarly works, present seminars to faculty and students, develop new courses or modify existing sources to incorporate appropriate international dimensions.
21. to cooperate with other U.S. organizations (universities, USDA, private firms, foundations etc.) in joint enterprises and activities, as warranted, through special purpose consortia, formal and informal agreement, and contractual arrangements. As a matter of policy, Purdue does not hold membership in general purpose consortia for

international activities.

PURDUE UNIVERSITY

Long Term Faculty and Staff Assignments Abroad:

Current and Projected Levels for Performance in
Title XII Activities

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		FY 82	FY 83	FY 84	FY 85	FY 86
A. Agreement AID/NE-C-1701						
Portugal University Institutes Development Project						
1. Full-Time Staff Abroad						
	a. Rural Extension Methods & Organization John Foley	1.0	1.0 ^{1/}			
	b. Agricultural Economics John Sanders	1.0	0.5			
	c. Soil Fertility James Alhrichs	1.0	0.4			
	d. Economics & Regional Development J. H. Atkinson	0.3				
	e. Industrial Engineering & Management		1.0	0.5		
	f. Other Agricultural Specialization		1.0 ^{1/}	2.0 ^{1/}		
<u>Africa</u>						
2. Staff Abroad Part-Time						
	a. Agricultural Economics Various Topics	0.5	0.6	0.5		
	b. Forage Crops Production and Use	0.8	0.4	0.2		
	c. Livestock	0.2	0.6	0.2		
	d. Horticultural Crops	0.2	0.3	0.1		
	e. Soils	0.2	0.3	0.2		
	f. Research, Extension and Teaching Methods	0.6	0.6			
	g. Textile Science & Technology ^{2/}	0.4	0.8	0.6		
	h. Other	0.2	0.8	0.2		
B. Agreement AID-USDA PASA, Project 150-0023						
Portugal Ministry of Agriculture (PROCALFER)						
(Subcontract from USDA)						
1. Full-Time Staff Abroad						
None						
2. Staff Abroad Part-Time						
	a. Extension Methods & Communication	0.2	0.2	0.2		
<u>Near East</u>						
	Full-Time Staff Abroad	9.7	3.3	3.9	2.5	
	Part-Time Staff Abroad	10.1	3.3	4.6	2.2	
	TOTAL	<u>19.8</u>				
^{1/}	Proposed					
^{2/}	Subcontract to Clemson University					

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A. Agreement AFR-C-1472						
Farming Systems Unit/SAFGRAD						
1. Full-Time Staff Abroad						
a. Agricultural Economics						
	Mahlon Lang	0.7	1.0	3/		
	William Jaeger	1.0	1.0	3/		
b. Agronomy						
	Ronald Cantrell (Team Leader)	0.7	1.0	3/		
c. Anthropology						
	Richard Swanson	1.0	1.0	3/		
2. Staff Abroad Part-Time						
a. Agricultural Economics						
	W. H. M. Morris	0.2	0.2			
	Stan Cohen	0.3	0.3			
b. Data Management						
	Len Malczynski	0.1	0.1			
B. Agreement REDSO/WA 79-178						
REDSO/WA Staff Support						
1. Full-Time Staff Abroad						
a. Agronomy						
	Roy Bronson	0.5				
b. Anthropology						
	Frances Stier	0.8				
c. Agricultural Economics						
	Doug Barnett	0.2				
	Wallace Tyner		0.7	1.0	0.3	
2. Staff Abroad Part-Time						
a. Agricultural Economics						
			0.2	0.2		
b. Agronomy						
			0.2	0.2		
c. Anthropology						
			0.1	0.2		
C. Agreement AFR-0225-C-00-1028-00						
Niger Cereals Research						
1. Full-Time Staff Abroad						
a. Plant Science Research (Team Leader)						
			1.0	1.0	1.0	1.0
b. Plant Breeder						
	John Clark		1.0	1.0	1.0	1.0
c. Agricultural Economist						
	Deborah Wagner		1.0	1.0	1.0	1.0
	Senior Economist		1.0	1.0	1.0	1.0
d. Crop Production Agronomist						
	(Subcontract to Alabama A&M)		1.0	1.0	1.0	1.0
e. Research Assoc. (various disciplines)						
			0.5	3.0	3.0	3.0
2. Staff Abroad Part-Time						
a. Agriculture Research						
		0.2				
b. Various Disciplines						
			1.0	1.2	1.4	0.7

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D. Agreement (Contract in process)
 Niger Agriculture Production Support
 Extension Component

1. Full-Time Staff Abroad

a. Extension Training

b. Extension Methodology

c. Applied Research

2. Staff Abroad Part-Time

a. Agriculture Information and
 Communication

b. Other Technical Areas

Africa

Full-Time Staff Abroad

Part-Time Staff Abroad

TOTAL

58.7

9.0

67.7

4.9

.8

14.2

2.5

12.8

2.4

10.3

1.9

9.0

1.1

1.0

1.0

1.0

1.0

1.0

1.0

1.0

1.0

0.2

0.3

0.3

0.2

0.2

0.3

0.2

0.2

A. Agreement - Component of Agriculture
 Research Grant 522-0139
 Small Land Owner Fruit & Vegetable Production
 1. Full-Time Staff Abroad
 None
 2. Staff Abroad Part-Time
 a. Horticulture
 E. Tigchelaar (and others)

Latin America

Full-time Staff Abroad	none				
Part-Time Staff Abroad	0.4				
TOTAL	<u>0.4</u>				

	0.2	0.2			
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	0.2	0.2			
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		FY 82	FY 83	FY 84	FY 85	FY 86	FY
A.	Agreement AID/DAN 1309-G-SS-1070-00 Human Nutrition CRSP/Egypt Nutrition Intake and Function						
1.	Full-Time Staff Abroad						
a.	Human Nutrition						
	June Wolgemuth (Field Coordinator)		1.0	1.0	1.0	1.0	
2.	Staff Abroad Part-Time						
a.	Administrative						
	D. R. Smith/D. W. Thomas	0.05	-	0.05	-	0.05	
b.	Foods and Nutrition						
	A. Kirksey	0.1	0.2	0.2	0.2	0.2	
	Post Doctorate		0.2	0.2	0.2	0.2	
c.	PEHRS						
	A. H. Ismail		0.2	0.2	0.2	0.2	
	Post Doctorate		0.2	0.2	0.2	0.2	
d.	Social Studies						
	Ted Wachs		0.2	0.2	0.2	0.2	
3.	Agreement AID/DSAN/XII-G-0149 INTSORMIL CRSP						
1.	Full-Time Staff Abroad						
	Research Associate (Roth and others)		1.0	1.0	1.0	1.0	
2.	Staff Abroad Part-Time						
a.	Sorghum Breeding & Production						
	Agronomist (to be named)		0.5	0.5	0.5	0.5	
	John Axtell	0.2	0.2	0.2	0.2	0.2	
	Allen Kirleis	0.15	-	0.15	0.15	0.15	
b.	Agricultural Economics						
	Phil Abbott	0.1	0.1	0.1	0.1	0.1	
	R. L. Thompson	0.2	0.2	0.2	0.2	0.2	
c.	Biochemistry						
	Larry Butler	-	0.05	0.1	0.05	0.1	
	<u>Worldwide</u>						
	Full-Time Staff Abroad	8.0	2.0	2.0	2.0	2.0	
	Part-Time Staff Abroad	9.55	2.05	2.3	2.1	2.3	
	TOTAL	<u>17.55</u>					

	<u>ECAPITULATION</u>						
	<u>Full-Time</u>						
	Near East	9.7	3.3	3.9	2.5		
	Africa	58.7	4.9	14.2	12.8	10.3	9.0
	Latin America	-					
	Worldwide	8.0	2.0	2.0	2.0	2.0	2.0
	FULL-TIME TOTAL	<u>76.4</u>	<u>8.2</u>	<u>20.1</u>	<u>17.3</u>	<u>12.3</u>	<u>11.0</u>
	<u>Part-Time</u>						
	Near East	10.1	3.3	4.6	2.2		
	Africa	9.0	0.8	2.5	2.4	1.9	1.1
	Latin America	0.4		0.2	0.2		