

Sponsored Programs and Research Administration

Memorandum of Understanding / Service Level Agreement Checklist

Title	Description	Included Yes/No	Comments
Name(s) of Parties	INSERT NAMES HERE		
Recitals	Agreement Purpose		
Terms	Start and End Dates		
Scope of Work	Responsibilities/Roles		
Payment	Dollar Amount		
	Due Date to Sponsor		
	Name of Sponsor/Payee		
	Sponsor Complete Address		
	Sponsor email		
Termination Date	Early Termination Procedure		
	Date of Termination		
Modification	Roles/Responsibilities (if allowable)		
Liability	Each Party Responsible- Injury/Damage		
State Law	Georgia Law (applicable only)		
Entire Agreement	Document Includes All Agreements (telephone agreements not applicable)		
Signature Blocks	Authorized Individual(s)		