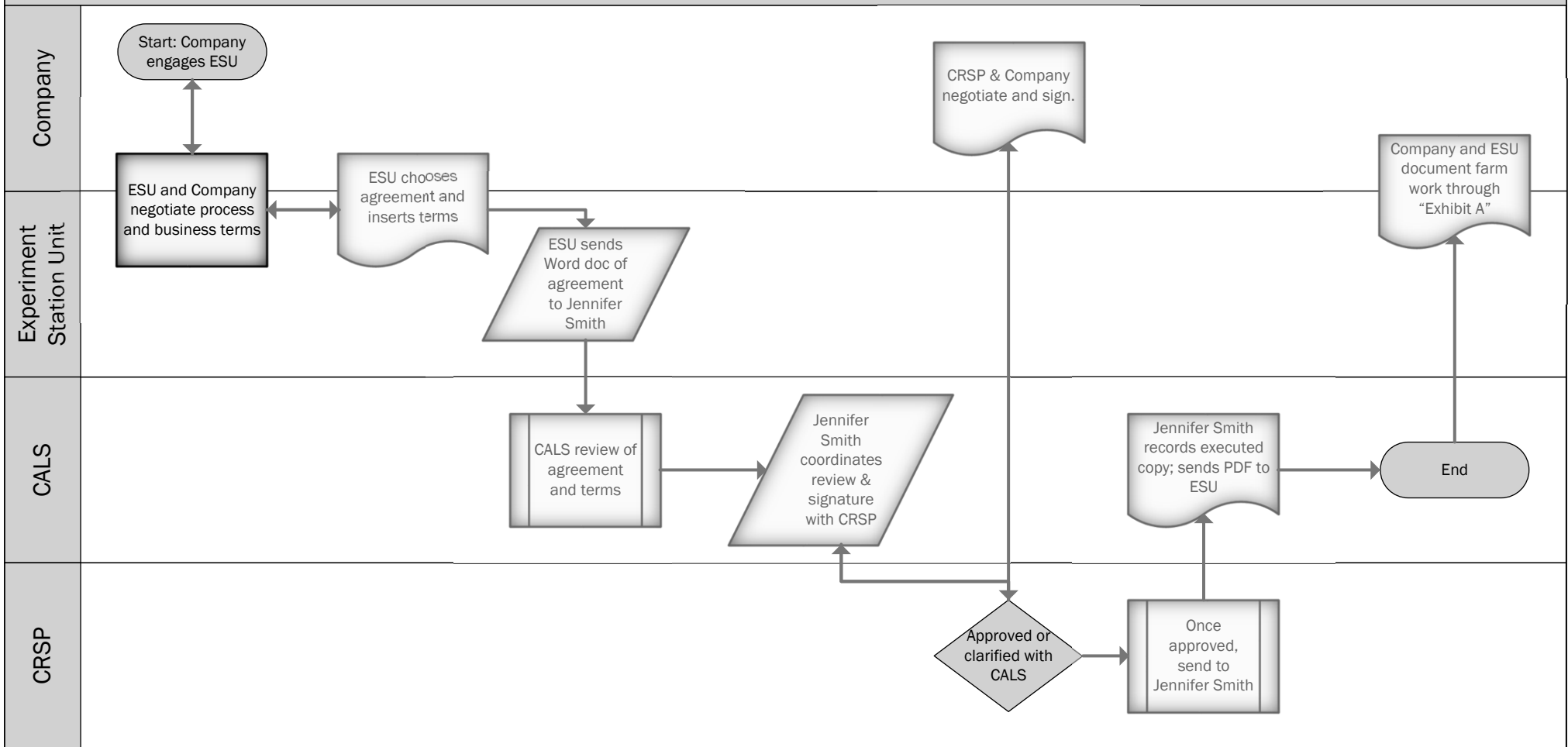


Agreement Flow Chart, External User of Experiment Station Unit (ESU)

May 27, 2016



- **Applicability:** This process applies to work funded by external parties to the UA: either Product Testing and Facilities Use or Research Agreements. Leasing of UA facilities or property is different than these agreements, and the process is different.
- **Faculty Work:** Work performed for UA faculty members do **NOT** flow through this process. Faculty members should work with ESU leaders from a simple document that details the scope of work and specific services requested ("Exhibit A"). This is similar to the current Farm Service Agreement.
- **Questions:** ESU leaders and business officers are instructed to contact CALS with questions: Jeff Silvertooth, Steve Husman, Mitch McClaren, or Jeffrey Ratje, depending upon the unit's reporting structure.
- **Rate Study:** Costs charged for services and land should correspond to an approved rate study.