

IR-4 Project Headquarters Method of Operations (MOPs)

MOP Title	Co-funding of IR-4 research, including information Operations Team needs for invoicing for strategic partnerships, April 2024 (Version 0)
Purpose	To encourage a better working relationship with the companies and other parties who are co-funding IR-4 research, to maximize donations while limiting transitional costs and processes needed to obtain funds

IR-4 encourages donors (crop protection companies and other parties, including commodity groups, food processors, foundations, other governments, etc.) to assist via co-funding of research. Traditionally, the IR-4 Project Executive Director has led in soliciting donor funding. However, others within IR-4 Headquarters are becoming more involved in gaining co-funding.

To lessen the burden on donors, any opportunities for co-funding must be coordinated between involved technical team members (Biologists, Study Directors, Environmental Horticulture, and Biopesticides), the Operations Team, and Management. There should be a strategy, not haphazard actions.

Technical team members may have preliminary discussions with donors about potential co-funding of IR-4 Project research, and donors may open these discussions. Initial discussions about potential co-funding should be shared with the supervisor, National Chief of Staff, and Executive Director.

It is important to note, **IR-4 is not a contract research organization** and co-funding is to assist or expand on existing IR-4 research priorities that have received at least a “B” or “M” priority at the IR-4 Priority Setting Workshops. In some cases, it makes sense for IR-4 and/or the companies to expand their research beyond the existing project. For example, a crop protection company may suggest that IR-4 perform research to achieve a crop group registration vs registration on a single commodity. In some instances, the work expansion is logical and should be considered. Approval by the Executive Director after consultation with the Management team is required to accept co-funding for a project not vetted at an appropriate level at the IR-4 Priority Setting Workshops or via the Biopesticide regulatory review process.

If the donor intends to co-fund a single trial or two trials, it is preferred that they work directly with the field researcher(s) performing the trials and their host administration

system to transfer the funds. If the co-funding covers multiple field sites, it is best to come to IR-4 Headquarters Operations Team/NC State, and IR-4 will redistribute the funds as appropriate. The technical team will generally complete discussions with donors who want to co-fund IR-4 project research for a given year by early April, and the Operations team can then conduct billing.

The amount requested for a field trial should be, at minimum, the current reimbursement rate for residue field trials (\$7,000 in 2024). For Product Performance field trials and additional treatments in Environmental Horticulture and Integrated Solutions projects, request the information on the amount of funding needed from the appropriate Regional Field Coordinators. For laboratory analysis, request a quote from the National Laboratory Director. As it gets closer to the field season, the cost of research may need to escalate to take account of last-minute charges.

IR-4 Headquarters can no longer subsidize the NC State administrative charges associated with donations. This means that any co-funding must include the indirect cost charge (IDC) and NC State gift account fee. The IDC rate to apply is 11.111% (but we will typically not include cents after the decimal). The NC State gift account fee is 7% of the total cost of the project + IDC. This 7% is the total the university takes off the top of our gift funds.

For Example:

	<i>\$9,000 (project cost)</i>
<i>+</i>	<i>\$ 999 (IDC)</i>
	<i>\$9,999 (Total pre 7%)</i>
<i>+</i>	<i>\$ 700 (7% rounded)</i>
	<i>\$10,699 (TOTAL)</i>

To the greatest extent possible, we want to make sure we invoice a donor no more than three times a year for any additional project funding, unrestricted grant-in-aid, or workshop support they are providing. It is best to bundle donations for different projects from the same company as there is a transactional cost with IR-4/NC State receiving and processing gifts. The Operations Team must be updated on discussions on potential co-funding opportunities so bundling can be best facilitated.

The Operations Team will handle invoicing of co-funding donations to IR-4 Headquarters unless it is for a single trial or two trials (then the researcher will coordinate receiving funds from the donor directly). Thus, it is best to wait until all the negotiations have been completed before sending the information to the Operations Team. Items that must be provided to the Operations team include the following:

- Official Company name and address
- Contact person's email and address to send the invoice
- Amount to be billed (itemized with PR numbers, IS number or other identification is required))
- We also need to know if this is funding EHC work/research or Biopesticide work/research and if so, please note those in the itemized items. (We account for EHC funds separately)

The IR-4 Project is operated under the fiscal auspices of North Carolina State University/IR-4 Project, so that will be the entity on the invoice. In documents associated with the co-funding, please ensure that they use language that this is a **"gift/donation,"** which we refer to as a **"strategic partnership."**

For any questions on procedure, please confer with the Executive Director and/or the Operations Team.