

Joint Project Authority Agreement Checklist

15 U.S.C. § 1525 (second paragraph)

1. Does the agreement identify the parties to the agreement, and is the party entering into the agreement with your operating unit a non-profit organization, research organization, or public organization or agency?
 2. Does the agreement include a unique agreement number?
 3. Does the agreement cite the Joint Project Authority?
 4. Does the agreement cite the “programmatic” authorities permitting your operating unit to undertake the contemplated project?
 5. If the other party to the agreement is a Federal agency, does the agreement cite the “programmatic” authorities permitting the other agency to undertake the contemplated project?
 6. Does the agreement clearly describe a joint project between the parties?
 7. Does the agreement describe how the contemplated project is of mutual interest to the parties?
 8. Does the agreement describe how the contemplated project is necessary and essential to furthering the mission of the Department/your operating unit?
 9. Does the agreement describe how the contemplated project cannot be completed at all or as effectively without the participation of the other party?
 10. Does the agreement describe the terms and conditions under which the contemplated activities will be completed? In particular:

 - a. Does the agreement include a clear and specific description of the tasks to be completed?
 - b. Does the agreement explain (such as in a budget) the costs each party will incur towards completion of the project and how those costs are equitably apportioned between the parties?
 - c. If the agreement is with a non-Federal partner, does the agreement include a provision stating that performance by the Department operating unit is subject to the continued availability of funds?

 11. Does the agreement include a termination date?
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12. Does the agreement include a provision permitting either party to unilaterally cancel/terminate the agreement with advance written notice?
 13. Does the agreement provide the names and contact information for both administrative/financial and technical/program contacts for each party?
 14. Does the agreement contain signature lines for each party?
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