

**Memorandum of Understanding**  
**Between the Institute for Sustainability, Energy, and Environment (iSEE) and**  
**the Office for Mathematics, Science, and Technology Education (MSTE)**  
**Governing Administration of the iCAP Portal**

PURPOSE

This Memorandum of Understanding is made on December 1, 2017 by and between the Institute for Sustainability, Energy, and Environment (iSEE) and the Office for Mathematics, Science, and Technology Education (MSTE) to establish a formal structure for payment from iSEE and expectation of services to be provided by MSTE with regard to the iCAP Portal.

TERMS

1. MSTE shall provide hosting, troubleshooting, and website maintenance for the iCAP Portal website through the length of this memorandum.
2. iSEE shall financially support \$5,000 per fiscal year of salary costs for MSTE staff responsible for the above services through the length of this memorandum.
3. Additional services, such as the creation of new features for the iCAP Portal or significant modifications to the existing look, feel, and user interface, shall be charged on a separate basis:
  - a. For FY18, iSEE agrees to provide an additional contribution of \$10,000 toward salary costs for MSTE staff responsible for these services.
  - b. Effective FY19 and moving forward, MSTE shall provide an estimate of required staff hours and staff time cost for these additional services. The Managing Director of iSEE or designee must approve these costs prior to start of work. The Managing Director of iSEE must also approve any scope changes or increases in cost that may arise. These costs are not to exceed \$10,000 per fiscal year.
4. This agreement shall be effective on or about December 1, 2017 and shall remain in effect through June 30, 2020. At the mutual agreement of all parties, this contract may be extended with no revision of terms on an annual basis.

RESPONSIBLE PARTIES

- A. The following persons are responsible for implementing this Memorandum of Understanding

**iSEE**  
Jenny Kokini  
Managing Director, iSEE  
[jkokini@illinois.edu](mailto:jkokini@illinois.edu)

**MSTE**  
George Reese  
Director, MSTE  
[reese@illinois.edu](mailto:reese@illinois.edu)

- B. The following persons are authorized to review, amend, renegotiate, and resolve disputes related to this Memorandum of Understanding

**iSEE**

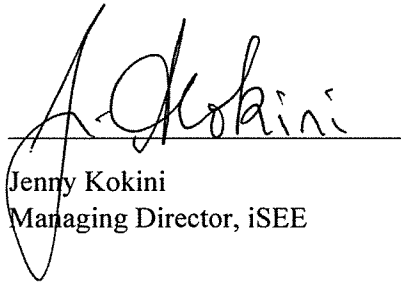
Evan DeLucia  
Executive Director, iSEE  
[delucia@illinois.edu](mailto:delucia@illinois.edu)

**MSTE**

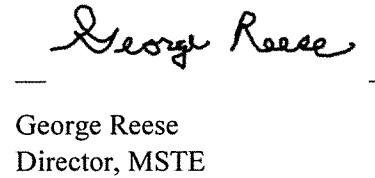
Jana Sebestik  
Assistant Director, MSTE  
[sebestik@illinois.edu](mailto:sebestik@illinois.edu)

AGREEMENT

Signed this day on November 30, 2017



Jenny Kokini  
Managing Director, iSEE



George Reese  
Director, MSTE