

Attachment II: Memorandum of Understanding Template

Note: A Memorandum of Understanding (MOU) is a formal agreement between two or more parties. Although they are not legally binding, establishing an MOU is a best practice when establishing partnerships and expectations. Below is the MOU Template to be used in the proposal.

MEMORANDUM of UNDERSTANDING

Between

Community Partner and Academic Partner

The purpose of this Memorandum of Understanding (MOU) is to mutually acknowledge a commitment to a partnership between the community and academic partner related to activities of the Louisiana Clinical and Translational Research (LA CaTS) Center Community Scholars Program (LaCoSP).

Each partner is responsible for attending didactic and consultation meetings scheduled by the LaCoSP. In addition, each partner is accountable for his/her contributions to the development and implementation of their proposed community-based participatory research project on a health promotion topic. It is expected that each partner contributes 50% of the time necessary for development and implementation of the proposed project. In addition, each partner is committed to the growth and development of the community-academic partnership with the intent to position the partnership for further grant funding upon the conclusion of the LaCoSP.

This Memorandum of Understanding specifically applies to the duration of the LaCoSP cohort. Should either partner feel the terms of this agreement are not being met, he/she should contact LA CaTS/CEO Director, Lakeisha Williams, at llgeorge@xula.edu. Termination of this agreement shall be in consultation with LA CaTS/CEO leadership. **In the case of termination of the agreement, unspent funds will be returned to LA CaTS.**

NOTE: We understand that if the community partner is to directly receive and manage pilot project funds, the community partner must have or obtain a valid tax identification number before managing funds. Otherwise, the funds must be managed by the academic partner.

Your signature below indicates your agreement to the terms outlined above

Community Partner

Date

Printed Name

Academic Partner

Date

Printed Name