

MEMORANDUM OF UNDERSTANDING

between

CORE members of the Project
“[TITLE OF PROJECT]”

Funded by the
[FUNDING AGENCY]

Anchored at and coordinated by the

[HOME INSTITUTION OF PI]

Memorandum of Understanding between the core members of the research project: “[TITLE]”

§ 1

The core members of the project are:

NAME, title, institution

NAME, title, institution

NAME, title, institution

NAME, title, institution

The core members of the project will also be referred to as “the core group” below.

§ 2

The project proposal, based on which the project obtained funding from [**funding agency**] spanning the period of [**dates**], was developed jointly by all the core members of the project who therefore are the owners of the project.

§ 3

The project was commenced on [**start date through end date**] (with possibility of extension through June 2017 as per conversation with [**representative of funding agency**], on [**date**]).

§ 4

The project is coordinated and directed by [**NAME OF PRINCIPAL INVESTIGATOR**, title, institution]

§ 5

All core group members have the responsibility to live up to the conditions based on which the [**funding agency**] grant is given, and to the administrative procedures required for proper management of the project, as outlined in the Cooperation Agreement [**document from funding agency**], as well as to current academic ethical standards and codes of conduct.

§ 6

Project planning and decision-making, including but not limited to decisions concerning project finances and research assistants, is democratic and involves all the core members of the project.

§ 7

The project hires junior researchers to undertake specific tasks for specified periods of time. The rights and obligations of such personnel are specified in various sections below (§§ 9, 10, 11, 13) and in the special MOU signed by each individual junior researcher.

§ 8

The core group members have equal rights to all the data collected by the project.

§ 9

All core group members and other involved project personnel have the obligation to pass on all project material and collected data, etc., to core member [**NAME**], who will then make it available via mechanisms agreed to by the core group, to which all core group members have equal access and rights.

§ 10

Research assistants and other temporary project personnel are allowed access to the data they were involved in collecting when employed by the project but only after being granted permission of use by the core group.

§ 11

Joint publications based on the project data by two or more members from the core group are to be the main form of publishing, and all the core group members are to be involved in decisions related to this. In publications not involving all the core group members, due acknowledgement of the role of the other core group members in data collection and analysis (and if relevant also to other research personnel who have been involved in the collection and/or analysis of data on which the publication builds) must appear in a foreword, introduction or footnote in the publication or paper.

§ 12

The project data may also be used for single-authored publications, papers, etc. after agreement between all the core group members, and with due acknowledgement of the role of the other core group members as specified in §11.

§ 13

Joint publications and papers between one or more members of the core group and research assistants, as well as other possible involved project research personnel, is given high priority and takes place based on prior consent of all core group members, and on the conditions specified in §11.

§ 14

If an extension of the grant is obtained, or if any other additional funding is raised to continue the project beyond **[end date]**, all the above articles will continue to apply to the core group members and all other participants of this project. The MOU will continue to apply until collection of data is complete. Articles § 11, 12, and 13 will continue to apply beyond the collection of data and until all publications involving project data are complete.

§ 15

This MOU may be amended subject to the approval of all core members.

[NAME]

Date

[NAME]

Date

[NAME]

Date

[NAME]

Date

MEMORANDUM OF UNDERSTANDING

between

CORE members of the Project
“[TITLE]”

and

Junior Researchers and other Temporary Personnel of the Project

Funded by the
[FUNDING AGENCY]

Anchored at and coordinated by the
[HOME INSTITUTION OF THE PI]

Memorandum of Understanding between the core members and junior researchers and other temporary personnel of the research project:
“[TITLE]”

§ 1

The core members of the project are:

[NAME, title, institution]
[NAME, title, institution]
[NAME, title, institution]
[NAME, title, institution]

The core members of the project will also be referred to as “the core group” below.

§ 2

The junior researchers and other temporary personnel of the project are:

Persons temporarily employed by the project to assist with data collection and data analysis at various points in time during and after the project period.

§ 3

The project proposal, based on which the project obtained funding from the [funding agency], was developed jointly by all the core members of the project who therefore are the owners of the project.

§ 4

The project commenced [start and end dates] (with possibility of extension through [date]).

§ 5

The project is coordinated and directed by [NAME OF PRINCIPAL INVESTIGATOR, title, institution] (years).

§ 6

All core group members, junior researchers and temporary personnel have the responsibility to live up to the conditions specified in this MOU.

§ 7

The project hires junior researchers and other temporary personnel to undertake specific tasks for specified periods of time. The rights and obligations of such personnel are specified in various sections below (§§ 9, 10, 11, 12, 13).

§ 8

All junior researchers and other temporary personnel of the project are required to adhere to current academic ethical standards and codes of conduct, as well as all laws of the [COUNTRY WHERE PROEJCT IS BEING UNDERTAKEN], when working for the project. When in doubt, the above mentioned personnel are expected to ask members of the core group on proper procedures, etiquette, etc. to be followed and act accordingly.

§ 9

All junior researchers and temporary personnel have the obligation to pass on all project material and collected data, etc., to core members with due notification to project coordinator [NAME].

§ 10

Junior researchers and other temporary personnel of the project are allowed access to project data only after being granted permission by the core group or while in the field pursuing data collection for the project. Before being granted access, you must read and agree to follow the standards outlined below in § 12 and 13 and you must accept responsibility to preserve the security and confidentiality of information accessed, in any form, including oral, print, or electronic formats.

§ 11

Joint publications and papers between one or more members of the core group and junior researchers, as well as other temporary personnel of the project, are given high priority and take place based on prior consent of all core group members, and on the conditions specified in § 8 and 10.

§ 12

The usage standards of this project are:

You agree to:

- All equipment purchased for project use belongs to the project.
- Project equipment is intended for project-related purposes only.
- Please be mindful that different computer systems and applications provide different levels of protection for information, and seek advice on supplemental security measures, if necessary. For example, a mobile laptop provides inherently less protection than a desktop computer in a locked office. Therefore, the level of protection provided to information accessed or stored using a laptop is to be supplemented by using additional safeguards such as enhancing physical security, restricting file permissions, etc.
- Maintain information in a secure manner to prevent access, viewing, or printing by unauthorized individuals.
- Secure unattended devices (e.g., logoff, lock, or otherwise make inaccessible), even if you will only be away from the computer or device for a moment.
- Store all project data securely (e.g., on secure servers, in locked file cabinets, etc.).
- Securely dispose of all project data on personal equipment (e.g., by shredding, disk wiping, physical destruction, etc.) after having delivered data to the core group members.
- You should not copy and/or store project data outside of institutional systems (e.g., on desktop workstations, laptops, USB drives, personally owned computers, etc.) without proper approval from members of the core group and only in cases where it is absolutely necessary for the operation of the project.
- Take appropriate steps to secure information (e.g., password protection, encryption, etc.) on mobile storage devices (e.g., laptops, USB drives, cell phones, etc.).
- Ensure, in the rare cases where project data has been approved for use and storage outside of project equipment and storage mechanisms, that the data are appropriately saved and protected, especially on mobile storage devices (e.g., laptops, cell phones, USB drives, CD-ROMs) and delivered to the core group members.
- Ensure, in the rare cases where it is necessary to email project data, that the data are sent to the correct recipient and only via secure email methods.

§ 13

Legal and ethical usage of project data

You agree to:

- Respect and comply with all copyrights and license agreements.

- Never use your access to information or devices to harass, libel, or defame others.
- Never damage equipment, software, or data belonging to the project.
- Never use information or IT to engage in academic, personal, or research misconduct.
- Respect the confidentiality and privacy of individuals whose information was collected for the project.
- Preserve and protect the confidentiality of all project data as matter of ongoing responsibility.
- Never disclose project data or distribute such data to a third party in any medium (including oral, paper, or electronic) without proper approval from the core group members.

§ 14

This MOU may be amended subject to the approval of all core members.

I have read, understand, and agree to abide by the terms and practices outlined in this agreement.

Printed Name (junior researcher or other temporary personnel)

Signature (junior researcher or other temporary personnel) Date

NAME OF PI (project coordinator and core member) Date