Items or areas to consider in preparing a Memorandum of Understanding (MOU)

- Preamble/Background/context
- Philosophy/Principles
- Program objectives to be accomplished
- Timeline and important dates
- Responsibilities of the academic institution
- Responsibilities of the CBO (community-based organization)
- Roles of key individuals
- Financial arrangements which can include a summary budget
- Amendments or modifications
- Dissemination Plan
- Data Management
- Intellectual Property Rights
- Termination
- Signatures

This information gathered from the CBPR Course co-instructed by Cathy Jordan and Susan Gust.