**Memorandum of Understanding for Partnership Engagement**

Between

[X] (“[X]”)

[address]

[telephone]

[name]

And

McMaster University (“McMaster”)

1280 Main St. W.

Hamilton, ON

L8S

(Collectively the “Partners”)

For the Project entitled: [X](“Project'')

Date: [X]

The purpose of this Memorandum of Understanding (“MOU”) is to confirm the mutual interest and desire on the part of each partner organization to formally participate in the proposed Project*.*

This MOU also confirms agreement by the Partners with the Project's goals, anticipated outcomes, methodology, management structure, and a desire to foster an environment of open communication and information exchange.

This MOU provides an opportunity to attest to the Partners' formal desire to engage actively in the proposed Project submitted to the [X] program.

This MOU is not intended to be legally binding and does not create any binding obligations or commitments between the Partners.

**Principles of Respect and Open Dialogue**

The Partners shall be respected for the inputs and outputs they offer to the Project*.* Commitment to open, honest and direct communication was the basis for crafting the Projectcollaboratively, and is the premise upon which any work will proceed. The Partners seek to maintain a high degree of trust among the Partners.

The Partners acknowledge that each bring skills that are beneficial to the project and complementary to the skills offered by other partners. The strength of the partnership is the diverse perspectives offered by each Partner. In all instances the Partners will attempt to function in a collaborative manner and to avoid confrontation; however the Partners understand that some conflict is constructive and produces positive outcomes.

**Governance and Decision-making**

The Partners have all read the governance section of the proposal and agree with the proposed

plan for governance, and the means by which partners will contribute to the decision-making process affecting the research, outcomes, and related activities. Whenever possible the Partners will seek to make decisions by consensus: This does not mean that everyone has to agree with every decision, but rather that everyone feels heard, not voted down, and can live with the outcome of a decision. The Partners recognize there is a management structure in place where final determinations will be made by Project leadership after consideration has been duly given to Partner views.

**Knowledge Outputs and Mobilization**

The Partners with the Project share the desire to produce high quality outputs. Further, the Partners will share, promote, engage, and disseminate outcomes to the widest possible audiences that include, but are not limited to, academic organizations, private for-profit and not-for-profit entities, programs, policy-makers, and any other interested stakeholder, following the agreed-upon plan established by the Project's management. Ultimately, the collective goal is that the knowledge created is accessible for the benefit of all those who wish to access it.

Accessibility of the outcomes, therefore, is of vital importance and the means by which the outcomes are to be shared as articulated in the proposal have been accepted and agreed to by all Partners. The Partners remain open to new mechanisms for knowledge mobilization (e.g. new technologies, social networking mediums, etc.) as they are likely to evolve over the course of the Project.

**Engagement in the Conduct of Research and Dissemination**

While the partnership development proposal reflects the team as a whole, each Partner to this MOU acknowledges their respective roles and responsibilities in conducting various components of the Project's work, either solely or in collaboration with other partners and participants. The Partners are committed to conducting the work involved in this Project for which they have taken responsibility. The Partners also agree to notify the Project leadership of challenges or delays as soon as they become aware of them.

The Partners are committed to enhancing opportunities for learning wherever possible. The Partners will involve graduate students in the work of our partnership at every possible opportunity to provide training and mentorship opportunities.

**Endorsement of the Proposal**

The Partners agree with the Project as submitted via a proposal to [X] and entitled: [X], attached hereto as Schedule A and in particular, the agreement with the following:

• Knowledge Mobilization Plan

• Governance

• Goal and Project Description

• Description of Formal Partnership

The Parties intend that any agreement for cooperation in relation to specific activities related to the Project will be documented in a separate and formal agreement executed by the Partners

This MOU shall terminate at the earlier of: (i) one (1) year from the date of complete execution by all Partners; or (ii) three (3) months from the date either Partner decides to terminate by giving written notice to the other Partner.

To the extent that any legal issue arises in connection with this Memorandum, it will be governed by and construed in accordance with the laws of Ontario and the laws of Canada applicable therein.

**AGREED** by the Parties through their authorised signatories:

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| For and on behalf of  **McMaster University** |
|  |
| Signed |
|  |
| print name |
|  |
| Title |
|  |
| Date |

|  |
| --- |
| For and on behalf of  **[Name]** |
|  |
| Signed |
|  |
| print name |
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| Title |
|  |
| Date |