

MOU Checklist

Information needed to create a Memorandum of Understanding (MOU)	
Description	Provided by the unit
Parties: The persons/entities directly involved or interested in any contract	X
Purpose: The essential element of an agreement	X
Obligations of Parties Not funding (if money is involved, use MOA)	X
Areas of Cooperation: What each Party will contribute to the project	
Communications Strategy: Marketing, PR, if applicable	
Liability (optional): Legal responsibility for one's acts or omissions	
Dispute Resolution (optional): To resolve an action	
Term: Period agreement in in effect	X
Assignment (optional): The act of transferring some right (such as contract benefits) to another	
Severability (optional): An agreement that can be divided and apportioned into two or more parts that are not necessarily dependent upon each other	
Miscellaneous (Optional):	
Bilateral signatures: Signatures of both parties	

The end-user will assist with: Parties, Purpose, Obligations and Term. NO FUNDING with MOUs. Optional provisions may be used depending on importance of MOU.