

Memorandum of Understanding (MOU)

The attached MOU was developed originally to be used when a retired faculty member, usually with Emeritus status, continued to serve as a project director on a sponsored program following his/her retirement.

The MOU may also be used in other situations where an individual is not an IU paid employee but there are reasons that the School or University may desire for the person to serve as a project director. One example is when an IUMG-PC employee wants to submit a proposal through the School of Medicine and the School agrees.

Memorandum of Understanding

(For Project Directors Who Are Not Employees of Indiana University)

This proposal/award with _____
entitled _____
is subject to this Memorandum of Understanding.

There are situations where it is in the best interest of Indiana University to have an individual who is not an employee of Indiana University be designated as Project Director on an externally funded sponsored project submitted in the name of Indiana University. These situations would most commonly occur when a faculty member has retired and wants to continue to maintain his/her research program or where an individual's employer is so aligned with Indiana University that it is desirable to have the proposal submitted through Indiana University even though the Project Director is an employee of another organization.

These relationships must be approved by the Office of Research Administration. The Project Director and the responsible unit (department and school) agree to the following:

The Project Director agrees to abide by all policies, procedures and legal obligations of Indiana University with regard to administration of this project should it be funded including, but not limited to, misconduct in research, conflicts of interest, use of human subjects and use of laboratory animals. The Project Director further agrees to abide by all policies and procedures of the external funding agency including the submission of required program reports. The Project Director shall ensure that all expenditures incurred on the project are appropriate and shall be responsible for any over expenditure on the project through any other funds available to him/her.

The responsible unit signing this Memorandum agrees that it is willing to administratively support this project and the Project Director. It further agrees that it will have the same programmatic and financial responsibilities for this project that it has for other projects of employees within the unit including responsibility to ensure that expenditures incurred on the project are appropriate and shall be responsible for making sure that all over expenditures are taken care of and technical reports are submitted on a timely basis.

Project Director Signature

Dept. Chair/Center Director of Responsible Unit
Signature

Name (typed)

Name (typed)

Date

Date

Dean of Responsible Unit Signature

Office of Research Administration Signature

Name (typed)

Name (typed)

Date

Date