Topic: Recording and Tracking Community-Engaged Research, Teaching, and Service

Creating memoranda of understanding to **clarify expectations** and **track activities**.

Speakers:
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Becky Schlais (Research Support Services Manager; College of Human Sciences)

Summary:
The conversation centered on the purpose and structure of effective memoranda of understanding (MOU). MOUs created for university-community relationships are generally designed to clarify the terms of a partnership, especially timelines and specific responsibilities. MOUs also help ensure that collaborations are equitable and enduring.

Other key points from the conversation include:
- MOUs are important tools to help coordinate college members’ off campus partnerships. They should be completed for every off-campus partnership.
- MOUs are an important tool for faculty, staff, and grad students.
- The College of Human Sciences is the premiere academic unit at OSU in its commitment to creating and tracking effective MOUs.
- MOUs are a good way to make sure faculty, staff, students and their community partners are on the same page as a project begins.
- There are several different types of agreements (e.g., MOU, service agreement, research agreement, affiliation agreement) that faculty, staff, or students may create with an organization depending on the type of partnership.
- The College of Human Sciences has created a template and set of guidelines to help create effective MOUs (these were discussed at the event and the guidelines document is included below for ease of reference).
- Original copies of each completed MOU should be given to each community partner, each faculty member’s department, and Becky Schlais.