

**University of Massachusetts at Amherst
Memorandum of Understanding (MOU) for
Awards which include Co-Principal Investigators
Rev. 8/28/07**

Sponsor: _____

OGCA # _____

Principal Investigator: _____

Department and Dept. ID #: _____

Co-Principal Investigator: _____

Department and Dept. ID #: _____

Co-Principal Investigator: _____

Department and Dept. ID #: _____

The Principal Investigator is responsible for accepting the terms and conditions of the grant or contract, and obtaining the concurrent acceptance of all Co-Investigators. Because of the importance of the information contained in the MOU, the referenced award will not be released to the Controller's Office prior to receipt of the completed MOU by OGCA. Intellectual property rights, especially authorship of papers and publications or other intellectual products will be governed by the terms of the Policy Statement on Joint Authorship. The signatories to this MOU affirm that they have read and understand the Policy on Joint Authorship, and agree to all responsibilities, attribution and monetary arrangements as outlined in this MOU.

1. List each individual's responsibilities for carrying out major tasks specified in the proposal and granting instrument:

P.I.:

Co P.I.:

Co P.I.:

2. List the percentage of contribution/credit for the conduct of the proposed project for each PI. This section is for the purposes of proper attribution for campus reporting/recognition of multi-disciplinary projects. **This section is not for the distribution of RTF (refer to #4 for the RTF distribution.)** The combined percentages listed must equal the total of 100%.

3. Does the division of responsibilities require sub-accounts? If yes, append the individual budgets for each sub-account. If no, move on to question 4. **Please note: The individual budgets must be in accordance with the approved budget as it was stated in the proposal or included in the award document. There is no rebudgeting allowed at this stage. Formal requests for rebudgeting will be handled in a separate action.**

4. Division of RTF return to Investigators (10%), Department Heads/Chairs (10%) and Dean (10%) (If multiple departments are involved, signatures of all appropriate Department Heads and Deans are required **along with each PI, Dean and Dept. Head Dept. ID #. If the Dept ID # is not provided for each PI, Dean and Dept Head, your account set up will be delayed until all numbers have been submitted**):

PI 10% distribution (amount to be distributed can not exceed the allotted 10%):

_____ %

_____ %

_____ %

_____ %

_____ %

_____ %

Department 10% distribution (amount to be distributed can not exceed the allotted 10%)

_____ %

_____ %

_____ %

_____ %

Dean 10% Distribution (amount to be distributed can not exceed the allotted 10%)

_____ %

_____ %

_____ % _____
_____ % _____

5. Investigator(s) who may authorize expenditures from the grant or contract funds:

6. Investigator(s) responsible for preparation of reports (non-financial) required by the grant or contract.

7. Intellectual property rights, including authorship of papers and publications, patents (refer to University's Patent Policy), or other intellectual products:

8. Rules of succession in event of resignation or incapacity of a signatory. Please note that this is intended to state the understanding for campus purposes. All long term absences and changes in Key Personnel need to be resolved in accordance with the terms and conditions of the award.

Signatures required of all PI's and Co-PI's, Department Head(s) and Dean(s).

_____	_____	Date: _____
Principal Investigator	Dept. ID #	
_____	_____	Date: _____
PI Department Head	Dept. ID #	
_____	_____	Date: _____
PI Dean	Dept. ID #	
_____	_____	Date: _____
Co-Principal Investigator	Dept. ID #	
_____	_____	Date: _____
Co-PI Department Head	Dept. ID #	
_____	_____	Date: _____
Co- PI Dean	Dept. ID #	
_____	_____	Date: _____
Co-Principal Investigator	Dept. ID #	

_____	_____	Date:_____
Co-PI Department Head	Dept. ID #	
_____	_____	Date:_____
Co-PI Dean	Dept. ID #	
_____	_____	Date:_____
Co-Principal Investigator	Dept. ID #	
_____	_____	Date:_____
Co-PI Department Head	Dept. ID #	
_____	_____	Date:_____
Co-PI Dean	Dept. ID #	

A MOU is required in accordance with *"Guidelines-Principal and Co-Principal Investigators: Defining Roles, Rights, Responsibilities and Obligations"* dated April 24, 1992, as approved by the Research Council and University Administration.

*Consistent with current procedures, actual transfer of RTF must be coordinated with the University Budget Office.

Note: This MOU shall cover the entire project period of the award unless superseded by a revised MOU.