

University of Massachusetts at Amherst  
Memorandum of Understanding (MOU) for  
Awards which include Co-Principal Investigators  
REV September 14, 2016

OGCA NUMBER: \_\_\_\_\_ GPID NUMBER: \_\_\_\_\_

SPONSOR: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Co Principal Investigator: \_\_\_\_\_

Co Principal Investigator: \_\_\_\_\_

Co Principal Investigator: \_\_\_\_\_

Co Principal Investigator: \_\_\_\_\_

Co Principal Investigator: \_\_\_\_\_

Co Principal Investigator: \_\_\_\_\_

Co Principal Investigator: \_\_\_\_\_

Co Principal Investigator: \_\_\_\_\_

Co Principal Investigator: \_\_\_\_\_

Co Principal Investigator: \_\_\_\_\_

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 OPAM. 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:

Principal Investigator:

Co Principal Investigator:

Co Principal Investigator:

Co Principal Investigator:

Co Principal Investigator:

Co Principal Investigator:

Co Principal Investigator:

Co Principal Investigator:

Co Principal Investigator:

Co Principal Investigator:

Co Principal Investigator:

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 (8%) and Dean(8%). (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):

PLEASE COMPLETE ON NEXT PAGE

PI NAME:					RTF%	DEPTID	DESCRIPTION
	RTF%	DEPTID	DESCRIPTION	OTHER			
PI				OTHER			
PI DEPT				OTHER			
PI DEAN				OTHER			
PI OTHER				OTHER			
COPI NAME:				COPI NAME:			
	RTF%	DEPTID	DESCRIPTION		RTF%	DEPTID	DESCRIPTION
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COPI DEPT				COPI DEPT			
COPI DEAN				COPI DEAN			
COPI OTHER				COPI OTHER			
COPI NAME:				COPI NAME:			
	RTF%	DEPTID	DESCRIPTION		RTF%	DEPTID	DESCRIPTION
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COPI DEPT				COPI DEPT			
COPI DEAN				COPI DEAN			
COPI OTHER				COPI OTHER			
COPI NAME:				COPI NAME:			
	RTF%	DEPTID	DESCRIPTION		RTF%	DEPTID	DESCRIPTION
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COPI DEAN				COPI DEAN			
COPI OTHER				COPI OTHER			

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 (This section should address any unique or specific IP situations (i.e. one investigator is bringing to the project IP that they have been developing) that should be addressed and agreed upon up front. If nothing unique, a response stating that there are no special IP situations and all rights will be in accordance with the University's Patent Policy.):

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.

**ADMINISTRATIVE ENDORSEMENTS:**

	NAME/TIMESTAMP	LEVEL	NETID (USERID)	DATE
Approval 1				
Approval 2				
Approval 3				
Approval 4				
Approval 5				
Approval 6				
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Approval 27				
Approval 28				
Approval 29				
Approval 30				

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.