

Memorandum of Understanding

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Between

X

and

Y

This Memorandum of Understanding (MOU) sets forth the terms and understanding between **X** and **Y** with respect to the conduct of the Patient and Public Involvement (PPI) element of the '**Z**' study. This comprises the set up and management of a Parent Advisory Group.

Purpose

This MOU will outline the working relationships necessary to carry out the goals of the Advisory Group. It will sit alongside the Terms of Reference (ToR) which have already been agreed.

The role of the Group is to advise on the development and co-ordination of the '**Z**' project, providing feedback to the researchers at **X** at each stage of the research process.

The above goals will be accomplished by undertaking the following activities:

- *X and Y* will collaborate to recruit 8-10 patient/public members in the Cambridgeshire region as members of an Advisory Group
- *X* will set up and co-ordinate meetings in Ely for the Group, to be attended and co-facilitated by representatives from *X and Y*.
- *X and Y* will collaborate to set up a training event for members of the Group over the course of the project. This will be discussed at the meetings and between the collaborators, and funded by *X*.
- Ensuring that all PPI members are given a £10 voucher for their time at each meeting, and to reimburse travel expenses

Reporting

The Senior Research Associate at **X** will hold accountability for the PPI element of the study, and will delegate responsibility for leading the Advisory Group to a Research Associate (RA). It is the RA's role to report back to the Senior RA at **X**. The CEO of **Y** will hold overall responsibility for the collaboration at **Y**, and will delegate the lead role to a project manager at **Y**.

This member will work with the RA at X to take the PPI project forwards. Should any issues or concerns arise, it is the role of the RA and the project manager at Y to raise concerns and to report back to the Senior RA and the CEO. It is hoped that any issues would be resolved by discussion between these four persons.

Funding

It has been agreed that X will remunerate Y to the sum of £1111 for their contribution the project. One installment will be made after 10 months, and the final installment at the end of the project in December 2018.

This MoU is not meant as a commitment of funds.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from X and Y. This MOU shall become effective upon signature by the authorized officials from X and Y, and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from X and Y, this MOU shall end on 31st December 2018.

Contact Information:

Y

Name

Role: Research Associate

Address

Phone

Email

X

Name

Role: Project Manager

Address

Phone

Email

_____ Date:

(Partner signature)

Name

Senior Research Associate

X

_____ Date:

(Partner signature)

Name

CEO

Y