**Memorandum of Understanding (MOU) Template for Joint or Interdisciplinary Appointment**

**Office of the Provost**

**June 2023**

To facilitate joint or interdisciplinary appointments, a template for an MOU is provided below. Although a list of issues and guidelines is provided, not all issues may apply to each appointment, and the terms are flexible and may be customized for each faculty member. An MOU:

* is signed by the Deans/Directors of Institute or Center/EVP (and sometimes Chairs)
* is NOT submitted to Office of the Provost
* contains additional financial details, such as sources and uses of funds for costs, and calculations for sharing of income such as ICR
* is not required when there are no additional financial terms or details beyond what is outlined in an MOA

**TEMPLATE STARTS HERE**

**Green text is explanatory only, should be removed**

**Memorandum of Understanding**

**between**

**<name(s) of School/Department/Institute/Center>**

**and**

**<name(s) of School/Department/Institute/Center>**

**for the Funding of <Faculty’s Name> & ICR Sharing**

<School/Department/Institute/Center> and <School/Department/Institute/Center> agree to the following cost sharing model regarding <Faculty’s Name>.

1. Salary & Fringe: <School/Department/Institute/Center> will cover XXX% of the academic salary. <School/Department/Institute/Center> will cover XXX% of the academic salary.
2. Scholarly Allowance: <School/Department/Institute/Center> will fund a $XXX annual allowance. *Could specify a source of funding, such as “based on the standing practices for endowed chairs”.*
3. Additional Compensation. <School/Department/Institute/Center> will fund annually.
4. Summer Salary. In line with its policy for faculty, <School/Department/Institute/Center> will provide XXX salary for use in first XXX years.
5. Startup Funds. <School/Department/Institute/Center> will provide $XXX in startup funds. <School/Department/Institute/Center> will provide $XXX in startup funds.
6. Graduate Research Assistants. <School/Department/Institute/Center> will provide XXX graduate research assistants per year over XXX academic years.
7. Housing Supplement. The housing supplement of $XXX per year through <date> will be covered by <School/Department/Institute/Center>. *If applicable.*
8. All grants with <Faculty’s Name> as PI will be submitted by and administered in <School/Department/Institute/Center>. All grants with <Faculty’s Name> as co-PI will be scoped back to <School/Department/Institute/Center>.
9. <Faculty’s Name>, as well as <School/Department/Institute/Center> and <School/Department/Institute/Center> will always acknowledge their affiliation with <School/Department/Institute/Center> and <School/Department/Institute/Center> in publications, conferences, school communications and other relevant academic settings.
10. All indirect cost recoveries and intellectual property income *(also executive education)* generated by <Faculty’s Name> will be shared between <School/Department/Institute/Center> and <School/Department/Institute/Center> in proportion to the costs each unit bears in the year the income is earned (as reflected in the University accounting system). The costs included in this calculation will be limited to: salary & fringe, scholarly allowance, expenditures of startup, housing assistance and housing subsidy for postdocs and child school scholarship (if applicable). *The cost calculation should consider that sometimes one school invests in a faculty member for years before grants come in. This investment can include funds previously expended by a school before the joint agreement, such as startup or retention research fund, and cost for renovating space. Language could be inserted such as: “Costs for the lab renovation, and/or rent (or rent equivalent) for ongoing space, will be deducted from the ICR generated from <Faculty’s Name>’s grants (as PI or co-PI) before the calculation for ICR sharing.” For large expenditures (e.g., startup and lab renovation cost), the amounts could be amortized over multiple years when computing the proportions of contributions in each year.*

This agreement is subject to change only by the unanimous agreement of the two parties. *However, schools/departments can agree on provisions to re-visit the agreement in the future, recognizing that fields of research and/or organizational structures may evolve over time.*

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<name> Date

Director, Institute/Center <name>

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<name> Date

Dean, School <name>

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<name> Date

Executive Vice President for <name>

Dean of the Faculty of <name>