



GUIDANCE SHEET

USING THE R2HC MOU TEMPLATE

THE TEMPLATE

This document is divided into three sections: 1) The research project and research team; 2) data sharing and ownership; 3) communications and ways of working.

This template is meant only as a **starting point**. It is a conversation prompt and a means of documenting key project decisions and ways of working, as agreed by the team. Content is based on what has been valuable and helpful for other research team partnerships, particularly projects involving co-production of research between academic and non-academic stakeholders.

The template may contain whole sections or items you don't need; elements which are already covered by legal agreements; and items which are not relevant to your project and it also may be missing elements which are very important for your research project. Feel free to add or remove whatever you need, in conversation with your team and in response to the needs of the project.

STEPS:

- 1. Agree intentions and needs for the MOU template (lead partner + all).**
Before trying to use the template, the lead partner should consult all partners to ensure the template can be used, and to check no other organisational MOUs need to be taken into consideration.
- 2. Modify the MOU Template and set an agenda for an MOU Conversation (lead partner)**
The lead partner should adapt the MOU Template to appropriately reflect your project and add or amend sections as needed. If felt appropriate they can draft the full MOU for others to review or they may prefer to leave sections blank to be completed by the partnership together. In certain sections preparatory work may need to be undertaken or background information shared, to allow for a meaningful MOU conversation, so allow enough time for this stage.
- 3. Discuss and finalise the modified template in an MOU Conversation (all)**
Sit together in person (if possible) and discuss/confirm the text in each section. Allow enough time for a meaningful discussion where everyone can contribute fully.
- 4. Revisit and Evaluate**
The MOU is a living document. The project or partnership may change over time or you may think of elements that need to be added or amended. You may find it necessary to review and make changes to the MOU at key stages of the project or at periodic intervals.