

GUIDANCE SHEET

USING THE R2HC PARTNERSHIP AGREEMENT TEMPLATE

Note: The R2HC Partnership Agreementⁱ template is not intended to produce a legally binding document. The Partnership Agreement is a tool study teams can use to support decision-making and encourage transparency, clarity of intention and shared purpose amongst partners on a study team.

THE TEMPLATE

The Partnership Agreement 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 not fixed. It is meant only as a **starting point**. 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 can be added to or amended as needed. Please adapt with your team, in response to the needs of the project.

STEPS:

- 1. Agree intentions and needs for the Partnership Agreement 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 organizational MOUs or legal documents need to be taken into consideration.
- 2. Modify the Partnership Agreement Template and set an agenda for an Partnership Agreement Conversation (lead partner)**
The lead partner should adapt the Template to appropriately reflect your project and add or amend sections as needed. If felt appropriate they can draft the full Agreement 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 Partnership Agreement conversation, so allow enough time for this stage.
- 3. Discuss and finalise the modified template in a Partnership Agreement 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 Partnership Agreement 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 Agreement at key stages of the project or at periodic intervals.

ⁱ Note: This template was previously titled 'Memorandum of Understanding'. On feedback from study teams it was agreed the title 'Partnership Agreement' was more appropriate. Aside from the title the content of the template remains the same.