

MEMORANDUM OF UNDERSTANDING

between

THE INTERDISCIPLINARY RESEARCH AND INFORMATICS SCHOLARSHIP CENTER

and

[YOUR NAME/PROJECT]

This is an agreement between YOUR NAME and the IRIS Center (“IRIS”) on the [PROJECT TITLE].

I. Purpose & Scope

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the [TITLE].

II. Background

[Any previous information regarding a partnership between NAME/PROJECT and IRIS]

III. Limitations of Software and Hardware

[NAME/PROJECT] is responsible for coordinating the use of hardware or software with other IRIS users. [NAME/PROJECT] will not have exclusive use rights to any software or hardware that is the property of IRIS. [NAME/PROJECT] is responsible for reporting broken hardware or software to IRIS staff immediately, and will be obligated to replace or repair the equipment if [NAME/PROJECT] is responsible for any damages.

IV. Continuation of the Project

[NAME/PROJECT] is responsible for creating a sustainability plan for their digital project. If IRIS is the final home for the project, IRIS staff must have access to any sites to perform routine software updates. IRIS will not contribute to or curate content or alter website design.

V. External Funding

If [NAME/PROJECT] applies for external funding, IRIS requests to be listed as a recipient of ICR funds. This ensures our support and participation as advisers. IRIS will advise on all relevant matters, which may include technological limitations, amount of time required, and aspects of the budget. IRIS staff will only contribute content or participate in web development if included in the project’s budget.

VI. [NAME/PROJECT]’s responsibilities under this MOU

[NAME/PROJECT] shall:

VII. IRIS’s responsibilities under this MOU

IRIS shall:

VIII. Ownership

IRIS does not claim copyright ownership of [PROJECT NAME]; however, all digital projects run through IRIS will be linked to or hosted as a subdirectory of iris.siue.edu (i.e. iris.siue.edu/[PROJECT NAME]).

IX. Effective Date and Signature

[NAME/PROJECT] and IRIS indicate agreement with this MOU by their signatures.

[IRIS Representative's Name]

[TITLE]

Date

[PROJECT Representative]

[TITLE]

Date