

The following elements should be considered when constructing an MOU:

- Describe each partner in the agreement;
- State the purpose of the MOU;
- Clearly describe the agreed upon roles and responsibilities each party will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs;
- Identify the staff responsible for completing the specific responsibilities;
- Describe how the collaboration/partnership benefits the project;
- Describe the resources each partner would contribute to the project. This can be contributing staff time, delivering services, offering training or expertise, etc.;
- The MOU must be signed by all partners