Parent/Child Memorandum of Understanding Template

Reference Note: The following is a template that is intended as guidance for units wishing to clarify additional and/or special circumstances relating to the management of a sponsored project where an internal “parent/child” relationship is being established to facilitate project management. Please refer to GAP 200.190 and the Parent/Child MOU Guide for additional details.

This Memorandum of Understanding is made on this __________________________ (date), by and between ________________________ (parent representative) of _____________________ (department/unit), hereinafter referred to as “Parent” and ________________________ (child representative) of _________________________ (department/unit), hereinafter referred to as “Child” for the purpose of achieving the various goals, aims, and objectives relating to _________________________ (Project Title) supported by _____________________________ (Sponsor).

Parent and Child wish to enter into a Memorandum of Understanding between them, setting out the working arrangements and expectations of management performance that each of the partners agree are necessary to ensure the compliance and timely management of the Project.

PURPOSE

The purpose of this Memorandum is to provide clarification of expectations for project management.

EXPECTATIONS

Both Parent and Child will conform to standard Duke grant management requirements, including roles and responsibilities (http://finance.duke.edu/research/roles/index.php); conformance with Duke University General Accounting Procedures (http://finance.duke.edu/research/policies/index.php); and, the parameters for reporting and management compliance identified in the Project’s Award Information Sheet. (attached)

In addition, the following special conditions shall apply (this list is NOT ALL INCLUSIVE; for specific guidance on each of these conditions, please refer to the Parent/Child MOU Guide).

REQUIRED: for each of the items checked below, comments must be entered to provide details of the expectations placed on the child by the parent:

☐ Early closeout and reporting requirements

☐ Prior approval required by Parent for Child financial actions
☐ Clarification of management responsibilities in cases of multiple PI awards or joint faculty affiliations

☐ Non-standard reporting requirements imposed by external sponsor

☐ Additional internal reporting and financial management requirements

☐ Additional compliance requirements (IRB, IACUC, Biosafety, Data Management Plans, etc.)

☐ External subrecipient managed by child org unit

☐ Other

LIABILITY

The Parent and Child are responsible for the compliant performance and financial management of their respective WBSEs. Neither Parent nor Child is liable for financial disallowances or unallowed costs of the other party.

TERM

The term of this Memorandum is ________________ (date) through ________________ (date).

TERMINATION

The Parent may terminate this Memorandum by providing the Child _________ days advance notice.
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AMENDMENT

This Memorandum may be amended or supplemented in writing, if the writing is signed by the Parent and Child.

ATTESTATION

___________________________________ _______________________
Principal Investigator (Parent) Date

___________________________________ _______________________
Principal Investigator (Child) Date

___________________________________ _______________________
Business Manager (Parent) Date

___________________________________ _______________________
Business Manager (Child) Date

OPTIONAL

___________________________________ _______________________
Grant Manager (Parent) Date

___________________________________ _______________________
Grant Manager (Child) Date