

CASE Guidelines for MOUs

A Memorandum of Understanding (MOU) is a general and non-binding written statement that acknowledges an intent to explore a possible collaboration, without committing institutional resources. MOUs are appropriate when a new project is under consideration, upon first meeting new partners, or in connection with a one-time project. The MOU can serve as a signal of goodwill or a signal of the willingness to discuss the opportunities to cooperate further.

A formal agreement may be written, once the parties reach consensus on the details of a specific project. The type of agreement (academic or other) will depend on the particulars of the program. The agreement gives rise to binding legal obligations, including the detailed terms and financial commitments for both parties. Authorized representatives of the parties must sign the agreement. For CASE and FIU, the authorized representatives Dean and the Senior Vice President for Academic and Student Affairs, respectively.

CASE MOU Process

The process of developing an MOU shall begin at the level of the academic unit. A written proposal is submitted to the Dean, or his designee, for approval prior to engaging in planning discussions with the prospective partner. In the case of a foreign entity, export controls would need to be conducted to ensure that the potential partnership would not position the university or college to be in violation of federal export control regulations. Export controls are conducted by the FIU Office of Compliance or Academic Planning and Accountability. MOUs cannot commit university resources. Thus, they only express an interest in exploring collaborative avenues.

The MOU proposal shall include the information below. Some of the elements listed are for approval purposes and will not be included in the MOU.

1. Date of proposal
2. FIU Department/Unit
3. Prospective partner institution/entity
4. Brief description of the nature and scope of the project
 - a. Purpose
 - b. Duration of the partnership (projected start and end dates)
 - c. Expected impact (e.g., number of students projected to participate)
 - d. If the project will require any curricular adaptations (new courses, new delivery mode, etc.)
5. Other FIU units that will be involved (e.g., departments, Office of Study Aboard, Office of International Student & Scholar Services, etc.)
6. Explanation of how the project aligns with the CASE strategic goals and other benefits to the department, college and university
7. Additional FIU resources that will be needed to plan, launch and run the project and related costs such as (please indicate N/A where appropriate):
 - a. Faculty
 - b. Administrative support
 - c. Space
 - d. Travel to or from the partner institution
 - e. Marketing/promotional activities
 - f. Other
8. Signature of faculty contact and chair/director

If approved, the Dean's Office will notify the faculty contact and chair/director. The unit may then proceed with developing the MOU. The unit should contact the Office of Academic Planning and Accountability, which will provide a template for the MOU and additional guidance and support with the process.