

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.

CASE MOU Process

The process of developing an MOU shall begin within the academic unit. A written proposal is submitted to the Dean's Office for approval prior to engaging in planning discussions with the prospective partner.

In the case of a foreign entity, export controls must be conducted to ensure compliance with federal export control regulations. Export controls are conducted by the FIU Office of Compliance or Academic Planning and Accountability.

MOUs cannot commit university resources. 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 need not be included in the MOU.

1. FIU Department/Unit
2. Date of proposal
3. Prospective partner institution/entity name and country
4. Nature and Scope of the Project
 - a. Projected start date
 - b. Projected end date
 - c. Type of collaboration – check all that apply
 - d. Purpose – briefly describe the purpose of the project and each type of collaboration involved
 - e. Expected impact – number of students served, grant application, co-teaching, etc.
 - f. Curricular adaptations – new courses, delivery mode, locations etc.
 - g. Other FIU units/offices involved – departments, Study Aboard, International, etc.
5. Strategic Alignment & Other Potential Benefits – Explain how the project aligns with CASE strategic goals and/or other benefits to the department, college and/or university
6. Resources Needed – describe resources that will be needed, in each of the areas below, to plan, launch and carry out the project, including related costs. Write N/A where appropriate:
 - a. Faculty effort
 - b. Administrative and/or staff support
 - c. Equipment, materials and/or supplies
 - d. Space
 - e. Travel funding
 - f. Marketing/promotional activities
 - g. Other (specify)
7. Name and signature of faculty contact
8. Name and signature of the Unit Chair/Director

Submit this proposal CASE Dean's Office at casedean@fiu.edu. The Dean's Office will notify the faculty contact and chair/director if the proposal is approved. 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.

Memorandum of Understanding Proposal Form

Department/Unit				Date		
Partner(s) name & country						
Nature and Scope of Project <i>Please indicate N/A where appropriate</i>						
Projected start date				Projected End Date		
Type of collaboration Check all that apply	Academic	Research	Service/consulting	Other, describe in Purpose		
Purpose, describe collaborations checked above						
Expected impact and Benefits						
Curricular adaptations needed						
Other FIU units involved						
Strategic Alignment & Other Potential Benefits <i>How does the project support CASE strategic goals and are the expected benefits to FIU</i>						
Resources Needed <i>Describe additional resources needed to support the collaboration and estimated costs. Write N/A where appropriate.</i>						
Faculty effort						
Administrative & staff support						
Equipment, materials & supplies						
Space						
Travel funding						
Marketing						
Other						
Faculty Contact	Name:			Signature:		
Unit Chair/Director	Name:			Signature:		
Approved	Not approved	Date	Dean's Signature			