



Memorandum of Understanding Between ABC Health and Local Research University

I. Purpose and Scope

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to their roles within the National Heart, Lung, and Blood Institute (*NHLBI*) grant for the proposed project entitled, CAIRS: Clean Air ImpRovement Solutions study.

The purpose of this study is to raise awareness for and assess factors affecting air quality in ABC Health's (ABCH) community catchment area and expand and evaluate the existing locally relevant respiratory management health intervention.

Both ABCH and Local Research University (LRU) should ensure program activities are conducted in compliance with all applicable federal laws, rules, and regulations and ethical principles set forth by Human Subjects Research Safety principles and those set forth by LRU's Institutional Review Board.

Program Objectives to be Accomplished: The following are specific aims and objectives as stated in the grant as it was funded.

Specific Aim 1: ABCH will create a new Community Coalition group that will consist of community members to advise on project planning, implementation, and dissemination efforts.

Specific Aim 2: Informed by guidance from the Community Coalition, ABCH and LRU will conduct community needs assessment activities in ABCH's catchment area with.

Specific Aim 3: ABCH and LRU will utilize needs assessment results to inform the expansion and evaluation of educational sessions on breathing or respiratory difficulties related to poor air quality (e.g. asthma attack recovery skills).

Specific Aim 4: Informed by guidance from the Community Coalition, ABCH and LRU will prepare and implement sustainability plans.

Specific Aim 5: Informed by guidance from the Community Coalition, ABCH and LRU will prepare and implement dissemination plans that focus on community and academic dissemination priorities.

Dates for this Memorandum of Understanding: The grant project period is from 08/01/20XX-07/31/20XX. This memorandum is intended to cover the entire grant period.



Responsibilities of Local Research University:

1. Actively support the partnership.
2. Participate in the partnership through membership in the Community Coalition.
3. Communicate with ABCH and the Community Coalition members regarding administrative and programmatic issues related to the project.
4. Provide overall program oversight.
5. Collect data, conduct preliminary analyses of existing and new data, and provide feedback to all partners and to staff as appropriate.
6. Provide financial and programmatic reports to the funder, NHLBI.
7. Serve as a point of contact with NHLBI.
8. Co-develop and conduct an orientation to the project for partners and staff.
9. Work with the community organizers and administrative assistant in planning and conducting community forums.
10. Provide co-supervision of community education staff.
11. Serve as the fiduciary agent for this project.
12. Assist in the dissemination of results to the community.
13. Ensure that there is ongoing communication between the ABCH and the Local Research University by sharing information regularly and frequently.
14. Provide necessary training on an ongoing basis to community education staff or Community Coalition.

Responsibilities of ABCH:

1. Actively support the partnership.
2. Participate in the partnership through membership in the Community Coalition.
3. Communicate with LRU and the Community Coalition members regarding administrative and programmatic issues related to the project.
4. Provide co-supervision of community education staff.
5. Provide office space for staff, program education sessions, Community Coalition meetings.
6. Provide salary support for a project director (4 percent effort) and project coordinator (40 percent effort).
7. Co-develop and conduct orientation activities for Community Coalition members.
8. Assist with the design and implementation of needs assessment activities, program evaluation and sustainability planning.
9. Participate in the process of analyzing and translating the data collected to guide program planning, evaluation and sustainability.
10. Ensure that there is ongoing communication between the ABCH and the Local Research University by sharing information regularly and frequently.
11. Provide necessary training on an ongoing basis to community education staff.

Financial Arrangements: ABCH will receive funds from LRU for services rendered as host agency, as a part of this agreement. See the *Budget and Budget Justification* for a detailed outline of specific project expenses.

To obtain the funding, ABCH will submit an invoice for the first six months of the first year. An invoice for the second six months will be submitted five months later. Payment will be rendered to ABCH within one month from the time the LRU receives the invoice. ABCH does not need to keep a detailed track of the expenditures as a part of this agreement.



Memorandum of Understanding Amendments:

The agreement shall be renewed annually by the signatories based upon renewal opportunities.

Termination of Memorandum of Understanding:

This agreement may be terminated by either party provided not less than thirty (30) days written notice of intent to terminate is given and an opportunity for prior consultation is provided. In the event of termination, accounts shall be reconciled as of the date of termination.

Signatures:

This Memorandum of Understanding is entered into on:

Date _____

(ABC Health - signatures)

Date _____

(Local Research University - signatures)