



Appendix F: Memorandum of Understanding

between

[*Institution A / Research Group Name*]

&

[*Institution B / Partner Organisation Name*]

► Whereas, [*Institution A*] is a team of multidisciplinary researchers committed to advancing research, education, and public engagement in [*specify field, e.g. critical care/public health/infectious diseases*]. Through collaboration with national and international partners, it works to strengthen research capacity, promote knowledge sharing, facilitate multi-centre studies, and build sustainable networks that address pressing healthcare challenges.

► Whereas, [*Institution B*] is a [*type of organisation, e.g. non-profit/academic institution/healthcare network*] recognised for [*specify strengths, e.g. providing accessible healthcare, conducting applied research, supporting community health initiatives*]. It is committed to delivering quality services, fostering professional development, and engaging in research and collaborative initiatives that advance healthcare standards and strengthen capacity to address emerging health challenges.

► And whereas both parties have agreed to join hands to seek cooperation among health academics and scholars at [*Institution A*] and [*Institution B*] to enhance the quality of care and research in [*relevant field e.g. acute care*].

Now, therefore, it is agreed between the two parties that cooperation will be developed step by step, and in areas identified where collaboration could be initiated as soon as possible.

I. STATEMENT OF GOALS

In order to achieve the required targets, [*Institution A*] and [*Institution B*] shall collaborate:

1. To facilitate joint initiatives that advance research in areas aligned with the shared priorities of both institutions.
2. To encourage the exchange of expertise, knowledge, and resources to strengthen the capacity of both organisations in research and training.
3. To strengthen the impact of research activities through outputs, publications, and knowledge dissemination.

II. STATEMENT OF OBJECTIVES

The arrangement for this project will be made by mutual agreement. The aim of the cooperation under this MoU is, where appropriate, to align the various cooperative initiatives between the parties, as detailed below, to benefit from

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synergy between them and provide a fruitful platform for new initiatives. The objectives of this academic and scientific collaboration are:

1. To promote collaborative research projects of mutual interest between both parties.
2. To strengthen academic exchange between [Institution A] and [Institution B] teams.
3. To explore opportunities for joint development of new research initiatives and expansion of existing ones.
4. To share experience and best practices to enhance the quality and impact of collaborative research.
5. [Institution A] and [Institution B] will ensure that no inconvenience is caused to research participants, employees, or the administration of either party during the conduct of research activities.
6. In case of any dispute between the two parties, mutual consultations will take place, and if not resolved, the matter will be referred to the designated focal persons from each institution for final arbitration.

III. ROLES AND RESPONSIBILITIES

A. [Institution A] shall:

- a. Coordinate collaborative research projects, ensuring ethical and scientific rigor.
- b. Develop study protocols, data collection tools, and analysis plans in consultation with [Institution B].
- c. Facilitate ethics submissions, research governance and compliance with institutional & national standards
- d. Provide training and capacity building for [Institution B] staff, including research methodology, data management, and community engagement practices, where applicable.
- e. Ensure dissemination of study findings through publications, reports, and community feedback sessions, acknowledging joint contributions.
- f. Coordinate follow-up studies and joint proposals for the implementation of projects of mutual interest.

B. [Institution B] shall:

- a. Facilitate community engagement, including identification and recruitment of participants.
- b. Support implementation of research activities within its network of clinics, ensuring minimal disruption to routine services.
- c. Provide insights and feedback on study design, tools, and data collection approaches to ensure cultural and contextual relevance.
- d. Offer logistical support for fieldwork, including access to facilities, staff & participants, where appropriate.
- e. Participate in capacity-building and dissemination activities, including authorship, events and conferences.
- f. Collaborate in identifying new areas for joint initiatives, including community-based interventions, training programs, and operational research addressing public health priorities.

Both parties shall:

- a. Ensure transparent communication, shared decision-making and mutual respect in all undertakings.
- b. Maintain confidentiality of shared data and respect intellectual property agreements.
- c. Promote equitable recognition of contributions in all outputs.
- d. Periodically review progress and identify opportunities to expand collaboration into new thematic areas such as health systems strengthening, epidemic preparedness, and community resilience.

IV. DURATION

The MoU will remain effective for [insert duration, e.g. two (2) years] from the date of signing. It may be terminated by either party, in which case shall [insert notice period, e.g three (3) months] notice in writing to the other party. This MoU may be extended by mutual consent in writing.

IV. TERMINATION

In the case of termination, both parties shall use reasonable endeavours to honour any arrangements made regarding ongoing research activities or collaborative commitments accepted under this Memorandum of Understanding if the fellow meets the terms and conditions established by the parties for the said initiative. Both organisations retain the right to engage in similar activities with other collaborators.

SIGNATURES

Date _____

[Name, Designation]

[Institution A]

Date _____

[Name, Designation]

[Institution B]

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