

MEMORANDUM OF UNDERSTANDING CONSIDERATIONS

As part of the New Generation of Educators Initiative, CSU campuses and district partners are required to submit a Memorandum of Understanding (MOU) to the Foundation. If the partnership has an existing MOU, please consider whether there are any additional items you might want to add to it to reflect the work you will be doing in partnership. If you do not have an existing MOU, please work together to develop one and submit the approved MOU to the Foundation or the final version of the MOU and the date when it will be considered by the School Board.

As you work to create or update your MOU, you might consider addressing the following topics:

Sub-award structure

Is there a set timeline and/or structure regarding the sub-award from the CSU to the district?

Does the district need to adhere to certain rules or reporting processes to meet the sub-award requirements?

Roles and responsibilities

Who is responsible for carrying out various aspects of the partnership work?

Who has decision-making rights?

Who will participate in key partnership activities (e.g. steering committee meetings, trainings, etc.)?

Facilities

Are there specific facility needs related to the planned work (e.g. classrooms if methods courses will be taught at district school sites)?

Data-sharing

Are there provisions regarding data use that must be in place?

Who will share data with whom and with what frequency?

What steps will be taken to ensure the safety of data?

*Additional MOU examples and resources will be added to the [NGEI website](#).