

**\*\*\*EXAMPLE\*\*\***

**Memorandum of Understanding**

**1. Parties to the Memorandum:**

Contractor: The University of \_\_\_\_\_  
Sub-Contractor:

**2. Short Title of Project:**

**3. Sponsor of the Research Project: Health Research Council of NZ**

**4. Project Objectives Sub-contractors Involved with:**

**5. Principal Investigator, Contractor:**

Department of \_\_\_\_\_

**6. Associate Investigator, Sub-Contractor:**

**7. Intended Level of Funding:**

The Contractor will pay the Sub-Contractor a maximum of \$ \_\_\_\_\_ (excl GST)  
for the period of the grant (subject to funding provided by the Sponsor).

<b>Staff (Name and FTE)</b>	[Sub-contractor personnel]	\$
	[Sub-contractor personnel]	\$

<b>Consumables</b>		\$
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<b>Overheads</b>		\$
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<b>Maximum value for this sub-contract</b>		\$
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**8. Agreement:**

This Memorandum formalises the intention of the parties to collaborate in the research project outlined above and to enter into a sub-contract.

Commencement of the research project is subject to the parties reaching a mutually satisfactory final agreement on the terms and conditions of the sub-contract following confirmation of the final funding level allocated by the Sponsor and agreement on intellectual property matters.

Should the requested Level of Funding be reduced by the Sponsor, then the Contractor (in discussion with the Sub-Contractor) will determine the re-allocation funds based on the Sponsor's decision in a manner which maintains equity in the funding of the project.

**Signed:**

<b>Authorised signatory of the Contractor</b>	_____	_____
	Manager, Research & Postgraduate	Date

**Signed:**

<b>Authorised signatory of the Sub-Contractor</b>	_____	_____
		Date