

APPENDIX A

Partnership Agreement (Template)

Between (Partner A, Partner B, etc.)
(Date) to (Date)

Partnership Mission

- What is the overall purpose of the partnership?
- What questions is it trying to answer?
- What issues is it meant to address?

Partner Missions and Goals

- What is each partner's mission or goal and how does this partnership help them reach it?
- What are each partner's reasons for joining the partnership?

Partnership Values

- What are the shared values that guide the partnership?

Goals and Outcomes

- What goals do partners hope to achieve over the course of this agreement?
- What measurable outcomes will let them know they are achieving their goals?
- What articles, reports, or other products will be created and how will they be disseminated?
- When do partners hope to see these outcomes and products?

Roles & Responsibilities

- What roles will each partner play in the partnership?
- What responsibilities will each partner take on?
- What other expectations do the partners have of themselves and each other?
- How and by whom will decisions be made?

Funding and Support

- What funding is needed for the process and outcomes of the project?
- What financial or in-kind resources will each partner bring to the partnership?
- Who will be compensated for their work and how?
- What other supports do partners need to fulfill their roles?

Communication Plan

- How will the partners communicate with one another?
- When will partners meet?
- How often will partners review how the partnership is going and make changes if needed?

Data & Credit

- Who will own the data?
- How will it be protected and kept confidential?
- How will partners' receive credit for their work?
- How will authorship look on any published materials?

By signing below, (Partner A, Partner B, etc.) agree to fulfill the above commitments to the best of their abilities. This is not a binding legal contract. It can be changed at any time with the agreement of all partners. If commitments are not met or partners can no longer fulfill their commitments, each partner has the right to suspend the collaboration until a new partnership agreement can be established.

Partner A:

_____	_____	_____	_____
Name	Organization/Institution	Signature	Date

Partner B:

_____	_____	_____	_____
Name	Organization/Institution	Signature	Date

ABOUT THE PARTNERSHIP AGREEMENT TEMPLATE

This template for a partnership agreement, or memorandum of understanding (MOU), is adapted from the agreements used by University Neighborhood Partners and Celina Su's [Towards New Ethics Protocols for Community-Based Research](#). Read the full paper for a more in-depth discussion of research ethics and agreements. These are just suggestions for topics to include. Agreements should be adapted to the needs and concerns of specific partnerships.