MEMORANDUM OF UNDERSTANDING

Checklist of information to be provided to Legal Services

In order to draw up the first draft of a Memorandum of Understanding ("MOU") we need specific instructions from you. The more information we have the better the MOU will be. In supplying the following information (if not already provided) you will not only assist us, but will ensure that we are able to more quickly progress the MOU for you.

Please remember that an MOU is normally drawn up as a means for the parties to express their intentions. Ultimately a formal agreement containing the full terms and conditions of the arrangement will need to be agreed between the parties.

MOU's for academic arrangements with offshore parties are prepared by the International Office. If your MOU falls into this category you should contact Jeanette Hacket in the first instance.

MOU's relating to Research and Development activities are prepared in consultation with R&D. If your MOU falls into this category you should contact Barney Glover.

Note: This document is provided as a checklist only. Please contact Legal Services once you have the necessary information – we will then prepare a document for you.

1. The MOU will be between the other party and Curtin University of Technology.....through which school?

2. **What is the full legal name of the other party, including ACN (where applicable)** (Note: this needs to be the legal entity, not just a business name). If it is an academic institution you will also need to tell us which school within that institution will be participating in the project.

3. **Who is the contact for the other party** (in case we need to contact them for clarification) and **who is the authorised signatory for the other party**?

4. Please **summarise what the MOU is to achieve for you**. (You might like to include some background to the project, what you are looking for in terms of outcome etc)

mou.doc
5. **What is the actual project?** Please try to be specific so that the MOU can reflect what needs to be done. Who will do what? What will Curtin’s contribution be?

6. Are there any **financial implications** for Curtin of engaging in the project? Are there any risks associated with this project?

7. **Will students be involved?** If so what will this involvement be?

8. **Is the MOU to cover a particular period only** – ie does it have a specified termination date?

9. Are there any specific arrangements that need to be put in place in the event of either party wanting to terminate the project?

10. Are there any specific deadlines for the preparation of the MOU that we need to be aware of?