

## Sample Memorandum of Understanding

### Memorandum of Understanding

Partner organisation: .....

National/regional funding programme: .....

is willing to participate in the **EXAMPLE P2P Call 201x**.

We agree with the process and schedule described in the call announcement "Call 201x-Announcement-version 1-final.doc"

A budget of ..... € has been reserved.

The final funding decisions will be made by the partner organisation according to national/regional procedures and regulations.

All information related to the projects will be kept confidential and not used for any other purpose than evaluation of the application, making a funding decision and monitoring of the project.

For this collaborative activity Mr./Mrs. .... will be our contact person; contact data:

.....

.....

.....

.....

.....

Legally authorised representative:

Name .....

Function .....

Date .....

Signature .....

## **Memorandum of Understanding**

1. Preamble (rational)
2. Aims of the joint call
3. Purpose of the MoU
4. Duration of the MoU
5. Call secretariat and additional bodies
6. Funding instruments
7. Details about the call and selection process
8. Annexes (glossary, timeline, etc.)

### **Draft texts**

1. The aim of the [Name of the P2P] programme is to promote [Research Field] between [Target Group] by supporting transnational research and development networks in this field.  
It is hereby agreed that the Parties shall launch a transnational programme [Name of the P2P] which will be jointly organized and financed by the participating European organisations, according to their respective legal framework and regulations.
2. The joint programme will be implemented by a Call for Proposals. The Call will be advertised simultaneously by the Parties in accordance with the procedure for their national programmes in their respective member states. It will be published by the partners and, centrally, on the common website [Website Address]. The aim of the Call is to enable scientists and other stakeholders in different countries to build an effective collaboration on a common transnational research project, based on complementarities and sharing of expertise.  
The programme offers funding for research networks for a [specify period or any other information that may be of special importance for the P2P] period. The projects have to be established between European research groups from at least two partner countries [Name of the P2P].  
[A more detailed text in this section, on the specific aims of this P2P]
3. This Memorandum of Understanding (MoU) is a mutual statement of commitment among the Parties. It serves to keep record of the commitment of the Parties which agree to make every reasonable effort to fulfil the intentions expressed in the joint call as well as in the financial framework. Details on the implementation of the joint call are outlined in the separate documents [specify

or list documents if already agreed].

4. The Memorandum shall come into force on the date of its signature by all Parties [specify when this should be realized at the latest if agreed upon]. It shall cover the entire funding period of the [Name of the P2P] grants [Possible: including any wind-up period to be agreed upon later]. The partners have thus to be aware that the agreement to their participation in a joint call includes their financial commitment for the whole funding period of the projects which might be longer than the duration of the [Name of the P2P] network as a whole.
5. The central coordinating body for the [Name of the P2P] call are, [Name of coordinating body]. This central coordinating organisation is responsible for the overall organisation of the call and the management of the joint international review process according to the rules agreed upon by the [Name of the P2P] Programme Steering Committee (PSC), and will be assisted by the PSC. The [Name of the P2P] Programme Steering Committee (PSC) comprises the nominated representatives from each funding body signing this Memorandum. The PSC is responsible for defining and organising the call, the application procedures and the review of proposals. The nominees are entitled to join the review panel meeting of the scientific evaluation committee (SEC) of [Name of the P2P]. However, each national funding organisation will make the final decision on all national applications submitted to them taking into account the rating by the scientific evaluation committee (SEC) of the [Name of the P2P]. The Scientific Evaluation Committee (SEC) is constituted to evaluate the proposals submitted in response to this joint transnational call and to propose a final ranking of these proposals. The members of the SEC will be nominated by the Programme Steering Committee (PSC). Some SEC members should be drawn from non participating countries, in addition. The SEC members are internationally recognized scientists and stakeholders chosen for their respective expertise. The members of the SEC may not represent the nominating parties or adopt national considerations. In order to avoid any conflict of interest, the SEC members must not apply to this call.
6. All decisions concerning the call procedures will be taken by the Programme Steering Committee (PSC). The scientific assessment of applications will be undertaken by external written peer review and the Scientific Evaluation Committee (SEC) as a basis for the funding decisions of the national partner organisations.  
In brief, the evaluation process is designed to involve three steps: First, a check for eligibility is done by the joint call coordinator together with national partner representatives. The second step includes external written peer review by

international experts covering all fields of research addressed in the call. Finally, in a review board meeting of the Scientific Evaluation Committee (SEC) the applications are discussed, the best proposals are selected and final funding recommendations are given by the reviewers. The SEC's recommendations will form the basis for the funding decision by the national partner organisations.

7. [Name of the P2P] collaborative grants may include the following funding resources:

- Research costs including and excluding additional costs as set out in the national programmes.
- Research Mobility Schemes
- Seminars, Workshops (including research training elements)

Since the Call for Proposals will be published both by the partners in their respective partner countries, and centrally at the [Name of the P2P], the national calls have to clarify which funding instruments apply to each funding organisation. Some partners might use funding instruments that are not used by others, e.g. paying salaries for scientists. Financing will be provided in a [funding mode], [in case of virtual common pot: i.e. each partner will only finance activities from its own country].

8. [This section may include all the details that are already agreed or it may include the methods for finding agreements on the particular details. This may include sections about the submission methods of proposals, the eligibility and exclusion methods of applicants, selection criteria, governance of the call, the evaluation procedure and more]

9. [Annexes may include documents that are already agreed like a glossary, a timeline, a draft common call text, promotion material, strategic research agendas, etc.]