



How to write a Memorandum of Understanding

Steps for creating a clear, comprehensive, and effective MOU



The following is a list of essential components to help you draft an MOU:

1. Title and Introduction

Title: Clearly label the document as a “Memorandum of Understanding” or “MOU.”

Introduction: Begin with a brief introduction that provides the context for the MOU. Include the purpose of the MOU and the parties involved, with their full names and roles (e.g., organizations, agencies, or individuals).

2. Purpose and Objective

Purpose: State the main purpose of the MOU and why the parties are entering into this agreement.

Objectives: Outline the specific goals or objectives that the MOU aims to achieve. This could include collaborative projects, shared resources, or joint activities.

3. Roles and Responsibilities

Roles: Detail the roles of each party involved and what each party will contribute to the collaboration.

Responsibilities: Specify the responsibilities of each party. Be as detailed as necessary to avoid ambiguity. Include duties of each party, deadlines or timeframes for completing tasks, and any financial or resource contributions.

4. Scope of Work

Define the scope of the collaboration. Include activities or projects to be undertaken, geographic or temporal boundaries, and any limitations or exclusions to the scope.

5. Communication and Meetings

Outline how the parties will communicate. This will include methods of communication (e.g., emails, meetings), frequency of communication or meetings and designated contacts for each party.

6. Financial Arrangements

If applicable, detail any financial arrangements, including budget allocations, payment terms, and procedures for handling expenses or reimbursements.

7. Duration and Termination

Duration: State the duration of the MOU. Specify the start and end date or the conditions under which the MOU will remain in effect.

Termination: Outline the conditions under which the MOU can be terminated by either party. Include notice requirements and any procedures for termination.

8. Signatures

Include space for the signatures of authorized representatives from each party. Each signature should be accompanied by the name of the signatory, the title or role of the signatory, and the date of signing.