



Memorandum of Understanding

FAQs

What is a memorandum of understanding?

A memorandum of understanding, or MOU, is an agreement that states each party's intentions to collaborate toward a common goal. It can describe roles, responsibilities, actions, norms of conduct, and any other interactions that define a specific partnership.

Why use an MOU?

When looking to establish a strong working partnership, an MOU is often the first step toward defining an agreed-upon set of expectations. An MOU articulates the intent of the parties involved, explains how they will work together, and establishes accountability. The goal is to achieve a mutual understanding of the partnership agreement so everyone involved can work toward a common goal with confidence.

What are the components?

- Naming of Parties identifies what organizations intend to enter into a partnership.
- Purpose and Scope explain the intended goals and parameters of the partnership.
- Term of MOU establishes the duration of the partnership, and this can range from months to years.
- Statement of Responsibilities defines what is expected for each party: roles, responsibilities, actions to be taken, norms of conduct, deliverables, outcomes, etc.
- Signatures from appropriate representatives of each party formalize, lend accountability, and demonstrate leadership support of the partnership.

Is an MOU legally binding?

Depending on the language, MOUs range from formal nonbinding agreements to legally binding contracts. Where an MOU falls on this range is determined by consensus between the partnering organizations