

STANTON FOUNDATION

Applied History Course Development Program SAMPLE MOU

This document is a memorandum of understanding that summarizes the understandings between the Stanton Foundation (“the Foundation”), [FACULTY MEMBER NAME], [ACADEMIC TITLE], (“Faculty Member”) and the [NAME OF DEPARTMENT AND INSTITUTION], (“Department”).

1. General understandings: As part of its mission to encourage the development of a broader public understanding of history and civics, the Foundation provides grants for new and innovative courses in “applied history” that use the case method to examine important U.S. policy issues and/or issues relating to U.S. vital interests. The purpose of this memorandum is to describe the respective responsibilities of Faculty Member, Department and Foundation in developing and offering this course.

2. Responsibilities of the Faculty Member and Department

The Faculty Member shall:

- Provide the Foundation with a timeline for completing the applied history course.
- Provide an outline and a list of the course’s objectives to the Foundation prior to beginning the detailed development of the course.
- Send a mid-project report on the progress of the course’s development to the Foundation. The due date of this report shall be specified in the timeline.
- Provide a report following the completion of the course including information on enrollment, student evaluations, and their own evaluation.
- If justified by student enrollment and evaluation, offer the course at least three times over five academic years.

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The Department shall:

- Identify a point of contact for the Foundation regarding any administrative and financial issues.
- Provide administrative support for payment for materials relating to the course as properly documented by the Faculty Member.
- Submit a final accounting of expenses incurred at the conclusion of the academic year in which the course is first offered.

3. Responsibilities of the Stanton Foundation

The Stanton Foundation shall:

- Provide a total grant of up to be \$50,000 to be allocated as follows: stipend of up to \$35,000 to the Faculty Member to cover the cost time spent developing the applied history course, reimbursement of up to \$5,000 to the institution (Department, School and all levels combined) to cover indirect costs associated with the course development, and the balance to be used to cover out of pockets costs of purchase and development of course materials.
- The Foundation may, from time to time, hold seminars for those teaching new courses in Applied History to which the Faculty Member and his/her teaching assistants will be invited to attend at the Foundation's expense.