

# THE STANTON FOUNDATION

## Memorandum of Understanding

This document is a Memorandum of Understanding (MOU) summarizing the understandings between the Stanton Foundation (“the Foundation”), [FACULTY MEMBER NAME], (“Faculty Member”), and the [NAME OF THE DEPARTMENT AND INSTITUTION], (“Department”) for the support of the development of a new [NAME OF THE COURSE] course (“Course”). The Course will be taught during the [EXPECTED TERM AND YEAR].

**General understandings:** As part of its mission to encourage the development of a next-generation of policy researchers and its goal to expand public understanding of nuclear issues, the Foundation provides grants for new and innovative courses focused on nuclear security policy issues. The Foundation is not an advocate of any particular perspective and only seeks to encourage rigorous and relevant policy analysis.

This MOU describes the framework within which the Foundation will provide support to the Faculty Member and to the Department for the development of a course that supports this mission.

The grant period begins on [TIME PERIOD FOR GRANT].

### 1. Responsibilities of the Faculty Member:

- Send a mid-project report on the progress of the Course’s development to the Foundation. This report should be provided six months after the start date of the grant period.
- Make every effort to teach the Course with distinction.
- Provide a report following the completion of the Course, including information on initial and final enrollment, a copy of the final course syllabus, a copy of the final exam (if provision of such is consistent with departmental policies), student evaluations, and the Faculty Member’s own evaluation of the teaching experience. This report and these materials should be provided no more than 45 days following the completion of the Course.
- Commit to offering the course at least three times, as long as it is justified by student enrollment and evaluations.

### 2. Responsibilities of the Department:

- Identify a point of contact for the Foundation regarding any administrative and financial questions and reporting (name, address, phone number, and email). The Department should send this information to the Foundation as part of completing the MOU.
- Provide administrative support for payment of 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. This report should be provided no more than 45 days following the completion of the grant period.

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### 3. Responsibilities of the Foundation:

- Provide funds totaling \$50,000 to cover the cost of developing the nuclear security course: [LIST BREAKDOWN OF COSTS] ---- for salary and salary-related costs; ---- for course materials, guest lecturers, and travel costs; and ---- for indirect costs.
- The Foundation will provide these funds in [MONTH and YEAR].

### 4. Other understandings:

The Faculty Member and the Department acknowledge that Teaching Assistants and outside speakers for the Course will not be funded by the Foundation after the initial year. The Foundation expects the Faculty Member to seek other sources of funding for these continuing costs.

Finally, the Foundation does not, as a matter of policy, issue press releases or otherwise publicize its grants. Should the Faculty Member or the Department wish to do so, we ask that the Foundation be provided an opportunity to review any materials concerning Frank Stanton or the Foundation for factual accuracy.

Accepted on behalf of [FACULTY MEMBER NAME]:

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FACULTY MEMBER NAME, TITLE Date

Accepted on behalf of the Department:

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NAME, TITLE Date

Accepted on behalf of the Stanton Foundation:

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Elisabeth Allison Co-director Date

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Andrew Weiss Co-director Date