

Memorandum of Understanding or MOUs by Policies, Compliance, and Programmatic Agreements.

Collaborating with external partners is a key part of UC ANR's mission to deliver programs and services. To make these collaborations successful and safe, we use Memorandums of Understanding, or MOUs.

An MOU is a simple agreement that clarifies roles and relationships between collaborating parties. It addresses critical factors like liability, indemnification, and insurance. Think of it as a managerial tool - It ensures everyone has clear expectations and protects you, the university, and our collaborators.

You should always have an MOU if you are delivering programmatic lessons, workshops, or activities on non-UC property, such as schools, libraries, or community centers. As the program lead, you serve as the essential liaison between ANR and our external cooperators.

Starting the process is easy. First, to draft your MOU, check if your cooperator has a preferred form or template. If not, use one of our templates. Always download a fresh template directly from the PCPA website to ensure you have the latest policy updates.

Second, send that draft to newagreement@ucanr.edu before your cooperator reviews it. PCPA will review the draft and provide next steps.

Third, once PCPA approves, send the draft to your cooperator and track their feedback.

Finally, after everyone agrees, PCPA will arrange for final signatures, usually via DocuSign.

Please note: only personnel with specific delegated authority from the ANR Vice President can sign an MOU. This means area and county directors, advisors, and supervisors cannot sign these agreements.

Remember, some programs have unique requirements, like TB assessments or background checks. Always check your program-specific FAQs on the PCPA website for these details.

We're here to help make this process as smooth as possible. For templates, FAQs, or to start your next agreement, visit our website or email us. We look forward to helping you with your next collaboration.