

## **Draft template**

# **Memorandum of Understanding on Project Governance**

This is a draft template or outline of the topics that could be covered under a Memorandum of Understanding between the Industry, Academic and Government partners for each research project to be undertaken under the NSERC Canadian Fisheries Research Network. It is not meant to be exclusive. The partners to the research should adapt this template to the specific needs of their project by adding or removing sections and topics where appropriate.

### **1. Project Title**

### **2. Project Partners**

2.1 Industry partners

2.2 Government partners

2.3 Academic partners

2.3.1 Project Leader and co-PLs

### **3. Duration of Project**

(Time period)

### **4. Project Summary and Objectives**

### **5. Means to Achieve Objectives**

5.1 Funding sources

5.2 Training of students and other Highly Qualified Personnel

5.3 Project activities (including timelines)

### **6. Project Deliverables**

### **7. Roles and Responsibilities of Partners in Achieving Objectives**

(Roles and detailed contribution(s) of each partner; *e.g.*, in-kind contributions should be described here.)

## **8. Project Governance - Project Steering Committee**

### **8.1 Composition of Project Steering Committee**

Industry representative(s)

Academic representatives: Project Leader and others

Government representative(s)

### **8.2 Mandate of Project Steering Committee**

For example:

- Provide project oversight through directing and vetting of research plans (could include selection of students)
- Provide timely support to student(s) through access to data, review of work, and access to industry including at-sea opportunities and industry meetings.
- Links if any to Student's Academic Advisory Committee
- Outline and approve funding requests to funding agencies to complement and support Network research

### **8.3 Decision Making within Project Steering Committee**

- Description of how decisions will be made within Committee (*e.g.*, the Committee will operate on the basis of consensus and will require the agreement of all three partnership sectors – industry, academic and government – in all its major undertakings)
- Selection of Chair or Co-chairs
- Frequency of meetings
- Communications between meetings
- Recording of decisions

### **8.4 Links to Network Governance Structure**

- Links to Network Board of Directors
- Links to Network Scientific Committee

## **9. Conflict Resolution Process**

(How will conflicts be resolved within the project? If resolution is not possible within the project, what role will Network overarching governance structure have in conflict resolution?)

For example:

- If the conflict is related to a scientific issue, the Network Scientific Committee could become involved to resolve the issue;
- If the conflict is related to a governance issue, the Network Board of Directors could become involved to resolve the issue.

## **10. Protocols on Information**

10.1 Protection of confidential (and proprietary) information (if any)

10.2 Sharing of data between partners (if applicable)

10.3 Retention of data once project is complete (if applicable)

10.4 Ownership of information and outcomes (Final Documents)

10.5 Acknowledgement in publications

## **11. Reporting**

(How will the project report on the achievements?)

## **12. Other Issues**