**WORKSHEET: DEVELOPING A PARTNERSHIP AGREEMENT OR MEMORANDUM OF AGREEMENT**

**ROGER WILLIAMS UNIVERSITY – OFFICE OF COMMUNITY ENGAGEMENT**

**Instructions:**

The following worksheet provides guidelines and questions to inform the development of a partnership agreement or memorandum of agreement (MOA). All parties involved in the partnership should be involved in the discussion, whose aim is to identify and articulate roles and responsibilities, timelines, and key outputs and outcomes of the collaboration. Once these items are articulated, they can then be embedded formally in the partnership agreement/memorandum. Mia Brum ([mbrum@rwu.edu](mailto:mbrum@rwu.edu); 401-254-5217) with the Community Engagement office can assist with developing the MOA and in obtaining approvals from relevant parties.

Please review and draft responses to the questions below. While not all of the issues addressed below will need to be included in the partnership agreement or memorandum, the questions posed here will help you to clarify the goals of your collaboration and form the foundation for the MOA.

**1. Who are the key parties involved in the community-university partnership? Specify organizational affiliation, individual names, titles/roles.**

**2. Is there a history of collaboration between the community partner and RWU? (Any specific challenges/opportunities arising from prior interactions?)**

**3. What are the primary goals of the partnership? (E.g., is it a community-engaged and/or service-learning course; a community-based participatory research project; other?)**

**4. What are the anticipated benefits for each/all of the parties to the partnership (i.e., faculty, community partner, and students)?**

**5. What are the roles and responsibilities of the different parties to the collaboration? What key tasks will they undertake?**

**6. What is the timeline for key milestones to the collaboration (i.e., planning, execution of agreement, launch of course, projects completed, etc.)?**

**7. How will all partners and stakeholders be oriented to the partnership activities? For example, how will students be oriented to the community agency and vice versa?**

**8. How will transportation be arranged if students will be working off campus? See** [**Transportation Resources for Faculty**](https://www.rwu.edu/life-at-rwu/rwu-community/faculty) **for more details.**

**9. How will students be supervised/evaluated on work they do off-campus?**

**10. What is the partnership’s “feedback” strategy and agreed upon ways to address all parties’ concerns and achievements (e.g., periodic check-ins)?**

**11. What is the partnership’s evaluation plan of its work and how will the findings be used?**

**12. How will products of the collaboration be shared and/or publicized?**

**13. How will the partnership celebrate success?**

**14. Are there specific risks to the proposed work that need to be anticipated and planned for? (This could include work with minors or vulnerable populations.)**

**15. Are there specific mobility or accessibility requirements to the work that could restrict participation by some individuals and that need to be planned for?**

**16. Does your project require review/approval by the RWU Human Subjects Review Board (HSRB)? See guidance** [**here**](https://www.rwu.edu/who-we-are/administration-and-governance/committees-governance/hsrb)**.**

**Other:**

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