



College of Medicine

Department of Health Outcomes & Biomedical Informatics Gainesville, FL 32610-0177

PO Box 100177

352-627-9467

352-265-7221 Fax

MEMORANDUM OF UNDERSTANDING  
FOR FULL AFFILIATE MEMBERSHIP OF  
THE INSTITUTE FOR CHILD HEALTH POLICY (ICHP)

**Purpose**

This Memorandum of Understanding (MOU) sets forth an agreement between \_\_\_\_\_ and Institute for Child Health Policy for outlining expectations of being a full affiliate member of the ICHP for the period of \_\_\_\_\_ through \_\_\_\_\_.

**I. Management and Expectations**

- Serve a three-year term that is renewable with the submission of an online application, CV and brief statement of purpose. During each three-year term, affiliate members are expected to:
  - Present one seminar on a child health topic of their choice
  - Participate in ICHP-sponsored events, including the submission of a poster for the institute's annual Research Day
  - Submit their CV and publications to ICHP annually for inclusion in ICHP's annual progress report and year-end activities report to the provost's office
- Eligible to apply for ICHP pilot funding
- Given access to the ICHP Research Navigator, who provides the following types of research assistance:
  - Help finding appropriate data sources for research questions.
  - Assistance with making research connections as needed
  - Assistance in compliance with all data governance policies and agency requirements for data access
  - Advice about research design and data analysis of new/existing studies, including making connections with others at UF as needed
- Sign this memorandum of understanding (MOU)
- Indirect Cost Distributions:
  - Declare indirect costs (IDCs) to ICHP at the time of grant awards- investigators may indicate both their department and ICHP as IDC recipients (please speak with your department or college grants

staff to do this). Indicating both organizations will not affect the department or investigator's IDCs, but in turn distributes 7.5% from the overall amount given to the university before distributing to the department and investigator.

- Indirect cost returns on research grants where affiliate investigators are Co-Investigators/Collaborators on ICHP submitted awards. ICHP will provide any affiliate member named on an ICHP grant with their own subproject and associated IDCs.
- Include ICHP personnel (such as biostatistical support or the services of the research navigator) as appropriate on grant submissions.
- Serve on ICHP committees, such as grant review committees, the ICHP Research Day planning committee, and the ICHP strategic planning workgroup, as needs arise.

## **II. Amendments**

Any changes to this MOU must be made in the form of a written amendment signed by both parties, upon mutual agreement of the amended issues.

## **III. Reviews, Cancellation, and Renewal:**

This MOU may be cancelled by mutual consent of the parties, or by either party upon 30 days written notice given by either party to the other.

## **IV. Effective Period:**

The effective period of this MOU is from \_\_\_\_\_ through \_\_\_\_\_.

## **V. Termination:**

This agreement will continue in effect until the termination date as indicated above or until it is cancelled or terminated as noted above.

Please sign below acknowledging this agreement.

\_\_\_\_\_  
[NAME]

\_\_\_\_\_  
[DATE]

[TITLE]