Memorandum of Understanding

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| Title of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  Amount of request: \_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- |
| PI Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | Suffix:  |
|   | Last | First | MI |   |   |

This Memorandum of Understanding sets forth how the grantee will work with the Oklahoma Center for Adult Stem Cell Research.

1. The Oklahoma Center for Adult Stem Cell Research(OCASCR) under a contract with the Oklahoma Tobacco Settlement Endowment Trust is providing the funding for the grant. This award is contingent upon OCASCR receiving TSET funding.
2. The OCASCR only supports work with adult stem cells as well as studies with experimental animal models. The definition of “adult” includes human umbilical cord blood cells.
3. The Principal Investigator (PI) will communicate with OCASCR if there is any reason why the objectives of the grant cannot be accomplished.
4. Press releases and announcements concerning OCASCR will be prepared with knowledge and review and approval of the OCASCR.
5. The PI represents that the purchase, use or sale of goods or services covered by this Memorandum of Understanding to the best of its knowledge do not and will not infringe any patent, trademark, copyright, trade secret or other intellectual property right.

1. All presentations and publications resulting from work under this Memorandum of Understanding will appropriately acknowledge the support of OCASCR and TSET and will not contain any media or data elements that might include confidential, proprietary, or private personal information without appropriate permissions and/or releases from OCASCR. A standard for “appropriate acknowledgement” is available from the OCASCR.
2. This Memorandum of Understanding may be amended with the approval of signing parties.
3. Nothing in this Memorandum of Understanding is intended to contradict, amend, or supersede and other contract between the PI institution and OCASCR.
4. The process related to the grant will be followed as detailed below. Changes to the processes may occur and the PI will be notified of changes.

**Signature Form and Grant Proposal**

Please submit a hard copy of the following forms as soon as possible after receiving information of acceptance of grant.

1. Signature Form
2. Workers compensation clause
3. Memorandum of Understanding
4. Non collusion certificate
5. Appropriate documents for human subject and/or animal protocol approvals prior to beginning your work- if applicable

Please send to:

Kelly Gentry

Oklahoma Center for Adult Stem Cell Research

825 NE 13th, Box 1

Oklahoma City, OK 73104

**Monitoring Your Award**

Grantees are responsible for managing the day-to-day operations of their grants and maintaining records of all expenditures and activities. To fulfill its role in regard to the stewardship of Tobacco Settlement Endowment Trust funds, Oklahoma Center for Adult Stem Cell Research(CASCR) is accountable for monitoring the awards.

**Monitoring Expenditures**

Applicant organizations are required to have financial systems in place to monitor grant expenditures. Periodic progress reports will be required (see below).

**Progress Reports**

Below is a schedule of due dates for formal progress reports and invoices. All grants require a final report.

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| **Type of Grant** | **Frequency of Progress Report and Invoices** |
| **Research Grant** | Quarterly reports/invoices are needed after the beginning of project and a final report is needed with the final reimbursement form. The reimbursement form includes a space for a summary of your grant process to be written in LAY language. You may also include the NIH progress report.  |
| **Educational or Travel Grant** | No formal report, but reimbursement occurs when receipts are received. On the report/invoice form, a brief narrative (100 words or less) will be required related to the meeting that was attended and any information that was gained.  |
| **Equipment Grant** | A brief narrative will be required related to the placement of the equipment and plan for communicating with others the availability.1 year after receipt of the grant. Information must be provided at that time concerning placement and use.  |

Important additional requirements include maintenance of valid IRB approval if the project involves human subjects. Likewise, evidence must be given of formal IACUC approval for projects utilizing experimental animals.

**Close Out**

OCASCR closes out grants as soon as possible after expiration. Closeout of a grant does not automatically cancel any requirements for record retention, property or financial accountability. Recipients will be expected to report publications and achievements that occur after closeout, but were facilitated by OCASCR.

A final report is due at the end of the period of support and must be received before final payment.

**Record Retention**

Grantees must retain records for a period of 5 years.

The undersigned parties represent and warrant that they are authorized representatives of the respective research organizations.

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| PI Signature | Date |
|  |  |
| PI printed name |  |
|  |  |
| Signing Official Signature | Date |
|  |  |
| Signing Official’s Printed Name |  |