EVIDENCE OF FORMAL PARTNERSHIP: DRAFT

Memorandum of Partner Engagement

For the Project entitled: *The Project*

*Date*

The purpose of this Memorandum of Partner Engagement (or Memorandum of Understanding) is to confirm the mutual interest and desire on the part of each partner organization to formally participate in the proposed project entitled *The Project.*

This document also confirms agreement by the partners with the project’s goals, anticipated outcomes, methodology, management structure, and a desire to foster an environment of open communication and information exchange.

(Optional statement: *The partners have been working together for a period of time (or state the number of years) in an informal capacity and in the absence of any documentation capturing our previous activities and achievements, this document provides an opportunity to attest to the partners’ formal desire to engage actively in the proposed Project submitted to the Social Sciences and Humanities Research Council’s Partnership Grant program.)*

**Principles of Respect and Open Dialogue**

All partners shall be respected for the inputs and outputs they offer to *the Project.* Commitment to this principle was the basis for crafting *the Project* collaboratively*,* and is the premise upon which our work will proceed.

Partners acknowledge that each bring skills that are beneficial to the project and complementary to the skills offered by other partners.

**Governance and involvement in decision-making**

The partners have all read the “Governance” section of the proposal and agree with the proposed plan for governance, and the means by which partners will contribute to the decision-making process affecting the research, outcomes, and related activities. Partners recognize there is a management structure in place where final determinations will be made by Project leadership after consideration has been duly given to partner views.

**Knowledge Outputs and Mobilization**

All partners with *the Project* share the desire to produce high quality outputs.

Further, each partner and participant will share, promote, engage, and disseminate outcomes to the widest possible audiences that include, but are not limited to, academic organizations, private for-profit and not-for-profit entities, and any other interested stakeholder, following the agreed-upon plan established by the project’s management. Ultimately, our collective goal is that the knowledge created is accessible for the benefit of all those who wish to access it.

Accessibility of the outcomes, therefore, is of vital importance and the means by which the outcomes are to be shared as articulated in the proposal have been accepted and agreed to by all partners. The partners remain open to new mechanisms for knowledge mobilization (e.g. new technologies, social networking mediums, etc.) as they are likely to evolve over the course of *the Project.*

**Engagement in the conduct of research, dissemination, and related activities**

While the partnership proposal reflects the team as a whole, each partner acknowledges their respective roles and responsibilities in conducting various components of the project’s work, either solely or in collaboration with other partners and participants. The partners are committed to conducting the work involved in this project for which they have taken responsibility. The partners also agree to notify the Project leadership of challenges or delays as soon as they become aware of them.

**Endorsement of the Proposal**

The partners agree with the proposal entitled: “ xx” and we wish to emphasise, in particular, our agreement with the following sections:

* **Knowledge Mobilization Plan**
* **Governance**
* **Goal and Project Description**
* **Description of Formal Partnership**
* **Intended Outcomes of Proposed Activity**

We also wish to note that our individual commitments to the project are captured in the Partner Letters of Support included with the proposal.

**PARTNERS:**

**List here**

**Signature lines with Date**