

MEMORANDUM OF UNDERSTANDING

Internal Guidance

See [RPH 13.6](#) for Stanford's policy on Memoranda of Understanding and Letters of Intent

Best Practices

- In the course of discussions under the MOU, faculty **should not**
 - share any
 - confidential information
 - intellectual property
 - materials or Stanford human subjects data with identifiers
 - commit any Stanford personnel, facilities or resources beyond the faculty member's control
 - make verbal promises or agreements outside of the MOU
 - enter into any binding agreements, formal or informal, without prior review by a Stanford contracting office

Administration

- The MOU document must contain a clause specifying that the MOU/LOI is not a legally binding document.
- The MOU should be an arrangement between the outside organization and a specific Stanford unit or faculty group, not Stanford University as a whole.
- The MOU should be signed by the individual authorized to make commitments on behalf of the relevant unit, not by a higher university officer such as dean, provost or the president.
- External party signatures will be coordinated by the signatory or the designated administrator within the signatory's office.
- A signed copy should be kept for record keeping purposes.