**Memorandum of Understanding**

**This Memorandum of Understanding serves to summarize the agreement between \_\_\_\_\_\_\_\_\_\_\_\_\_\_, a unit of the University of Nebraska at Omaha (UNO), and \_\_\_\_\_\_\_\_\_\_\_\_, also a unit of UNO, regarding the services required by \_\_\_\_\_\_\_\_\_\_\_\_ and provided by \_\_\_\_\_\_\_\_\_\_\_.**

**Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Term:** This agreement shall begin on \_\_\_\_\_\_\_\_\_\_\_, and end on \_\_\_\_\_\_\_\_\_\_\_.

**Purpose:** \_\_\_\_\_\_\_\_\_\_\_ will provide the following services:

See Attachment A, Statement of Work, for project details.

**Payment:** \_\_\_\_\_\_\_\_\_ shall pay \_\_\_\_\_\_\_\_\_ the fixed (or estimated) amount of $\_\_\_\_\_ for the work described herein. (Include Attachment B, Budget, only if amount is not fixed) Payment shall be made within 30 days of receipt of an invoice outlining work completed for the invoiced period.

Invoices shall be submitted to:

Payment shall be submitted to:

**Notices:** All notices shall be sent to the following individuals:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Dean

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Read and Understood By (Project Director)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_(if necessary)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

**Attachment A**

**Statement of Work**

**Attachment B**

(only include if cost is not fixed)

**Budget**