

Memorandum of Understanding (MOU)

This document is a memorandum of understanding describing the agreements between the Stanton Foundation (“the Foundation”), [REDACTED] (“the Faculty Member”), and [REDACTED] (“the Institution”) for support of the development of a new ‘Applied History’ course titled: [REDACTED] (“the Course”). The Course will initially be taught during the [REDACTED] term.

1. *General Understandings*

As part of its mission to encourage the development of a more informed citizenry, the Foundation provides grants for the development of new and innovative courses that employ the case-study method to teach students the importance of applying historical lessons to major policy issues that they will encounter throughout their lifetimes. The grant period is defined as beginning upon execution of this MOU and ending [REDACTED] (“the Grant Period”).

2. *Faculty Member Responsibilities*

The Faculty Member shall:

- Contribute his/her time towards developing the Course as described in proposal materials submitted to the Foundation on [REDACTED];
- Commit to offering the Course at least three times, provided that offering the Course is justified by student enrollment and evaluations; and
- Provide reports to the Foundation on the following schedule:
 1. By **October 1, 2018**: Submit a status report detailing the progress of the Course’s development to the Foundation. This report should include: (a) any updates to planned

initial offering, (b) if available, estimated student enrollment, and (c) if available, copies of completed materials (e.g., draft syllabus or Course outline, textbook list);

2. By **June 15, 2019 (and annually for subsequent two years)**: Provide a year-end report that includes: (a) information on initial and final student enrollment, (b) a copy of the final Course syllabus, (c) a copy of the final exam (unless provision of such is inconsistent with formal university or department policies), (d) student evaluations, (e) the Faculty Member's own evaluation of the teaching experience, and (f) a course catalog description of the Course.

3. *Institution Responsibilities*

The Institution shall:

- Prior to receiving funding, provide the Foundation with the correct payee information (to appear on the check), and identify a point of contact to which the Foundation can direct any questions regarding grant administration, finances and/or reporting ("Administrative Contact"). Contact information should include a name, phone number, physical address, and email address.
- Provide administrative support for payment of materials relating to the Course as properly documented by the Faculty Member.
- Provide reports to the Foundation on the following schedule:
 1. By **October 1, 2018**: Provide an interim report detailing incurred expenses against the grant relative to the accepted budget (Attachment A); and
 2. By **July 1, 2019 (approximately)**: Provide a final report on expenses incurred against the grant relative to the accepted budget. **This report should be provided no more than 45 days following the completion of the Course.**

4. *Stanton Foundation Responsibilities*

The Foundation shall:

- Provide funding in the amount of \$ [REDACTED] to cover the costs associated with developing the Course. Spending should be consistent with the accepted budget (Attachment A). In the event that significant variations from this budget are anticipated, the Foundation should be notified. Funding will be provided no later than [REDACTED], provided that the Foundation has received the required Administrative Contact information.
- Review all reports received from the Faculty Member and the Institution and promptly provide any feedback.

5. *Other Understandings*

- The Foundation does not, as a matter of policy, issue press releases or otherwise publicize its grants. Should the Institution wish to do so, the Foundation asks that it be provided an opportunity to review any materials concerning Frank Stanton or the Foundation for factual accuracy;
- The Foundation may, at its discretion, post the Course syllabus and selected other materials on its website;
- The Foundation may, from time to time, host conferences on topics relating to applied history and civic education, to which the Faculty Member may be invited to attend at the Foundation's expense; and
- The Institution will return a signed copy of this MOU to the Foundation no later than [REDACTED]. Upon receipt of a signed copy of this MOU, the Foundation will provide a fully executed MOU to the Institution within ten business days.

Accepted by (Faculty Member)

Signature	Title	Date
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Accepted on behalf of the (Institution)

Signature	Title	Date
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Accepted on behalf of the Stanton Foundation

Elisabeth Allison	Co-director	Date
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Andrew Weiss	Co-director	Date
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Attachment A

APPROVED BUDGET WOULD BE SHOWN HERE