



## MACHAKOS UNIVERSITY

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### STEP BY STEP PROCEDURES TO BE FOLLOWED IN INITIATING A MEMORANDUM OF UNDERSTANDING

#### Step 1:

Determine if you need an agreement and if so, what kind of agreement is appropriate.

- a) If there is NOT an existing agreement, move to step 2.
- b) If there is an agreement:
  - i. Determine whether the proposed new activities fall the existing agreement. If it does, make sure the existing agreement is still valid and not expired.
  - ii. If the proposed activities fall under the existing agreement, but it has expired go to step 2 to find the necessary documents to amend or renew.
  - iii. If the proposed activity does not fall under the existing agreement, move to step 2.

#### Step 2:

Determine who you need to work with to create an agreement or to have an agreement originating from the external entity approved.

If your situation involves any of the following, please contact the office indicated for more assistance.

#### Step 3:

Draft the MOU using the following checklist:

1. Purpose of MoU
2. Areas of Collaboration.

3. Implementation
4. Publication & Intellectual Property Rights
5. Effective Date and Duration
6. Activities
7. Good faith and fairness
8. Authorized Representatives
9. Notices
10. Confidential information
11. Disclosure of information
12. Amendments
13. Dispute Resolution/Settlement
14. Names and designation of signatories (institution's head and a witness).

**Step 4:**

Submit draft MOU to the Deputy Vice-Chancellor (RIL) for the approval process to be start.

**Step 5:**

Upon approval by the University, the MoU is forwarded to the following offices for consent for implementation:

- i. Cabinet Secretary, Ministry of Education
- ii. National Treasury
- iii. Office of Attorney General and Department of Tax Exemption (For MoUs with financial implications)
- iv. Cabinet

**Step 6:**

MOU is signed by respective parties and implementation