**Memorandum of Understanding on Research Guidelines**

|  |
| --- |
| The following example sets out specific terms for intellectual property, research materials, and publication. These terms do not fit the circumstances of every department, but they do provide an example. Departments are encouraged to develop a standard agreement to stipulate appropriate terms. |

Department: MMI

Name of Student:

Degree Program: MMI

Professor **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** hereby offers financial support of at least $25,000 per year for a period of 1 year

beginning on \_\_\_\_\_\_\_\_\_\_\_\_. Further funding may be available after this period subject to availability of funds.

The research project on which you will be working is supervised and funded by Professor **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, who is acting on behalf of the University of Alberta. In order to complete your thesis, you are required to perform the research work as outlined in the research proposal statement to the best of your ability and to make your best efforts to meet the specified deadlines. These will change from time to time during the course of research and will be agreed upon mutually. You are permitted to use the data and results from the research in your thesis. As the research is normally funded by third parties through the University of Alberta, all of the original data are the property of the University of Alberta and/or the funding agency. The thesis that develops from these data falls under the regulations of the University of Alberta unless an intellectual properties agreement is in place that overrides the rules and regulations of the University of Alberta. You must agree upon the following points:

1. The methods development and data generated from the research are to be made available to your supervisor, as they become available. Laboratory notebooks and original data must remain in the laboratory where they can be accessed by Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You may make photocopies of the laboratory notebooks. Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be responsible for archiving the notebooks and data for as long as necessary following publication of the results (Typically 10 years).

2. The results are to be kept confidential except for descriptions and parts that have been reviewed and agreed upon by Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. In the case of third party funded research a final report is usually required. In these cases, Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and their co-investigators, if any, will normally be listed as the principal author(s) on all progress reports, drafts, final reports and informal talks related to the research work. You will be recognized as a co-author if you have made an intellectual contribution beyond performing the lab work. Examples of intellectual activities include but are not limited to, experimental design, data analysis, and/or writing discussions about the data.

4. It is customary for the results from graduate theses to be published in peer-reviewed journals, conferences or other venues. Any articles or papers related to this research work will include Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a co-author, likely as senior author, unless the project is a collaboration with another investigator. In cases where substantial parts of your thesis are used in a report or publication, you hereby give permission to Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to use these parts freely. In addition, Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will have permission to assign copyright to third parties for publishing data, figures, etc, that may be found in your thesis.

5. You are expected to communicate with Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ regularly and adhere to your research schedule. Failure to do so may constitute lack of progress in your research and lead to withdrawal from your degree program.

6. MMI provides funds for photocopying material related to the research. The copies of all library materials, publications, laboratory books, etc are yours to keep upon completion of your thesis.

7. Signature of this document by you and your supervisor also verifies that your supervisor has discussed with you additional policies and practices using the MMI recommended Supervisor-Student Discussion guiding document.

Professor : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal information on this form is collected under the authority of Section 33(c) of Alberta’s ***Freedom of Information and Protection of Privacy Act*** for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students’ personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information call the Faculty of Graduate Studies and Research at 492-3499 or see www.ualberta.ca/FOIPP.