



Economically Developing Countries (EDC) Project
Memorandum of Understanding

Please note this document contains guidelines and examples to assist you when filling in each section. The instructions (highlighted in blue italics) should be deleted when completing this application form.

Declaration by the International Society of Biomechanics (ISB):

The ISB is dedicated to supporting international initiatives that will promote research, education, and the provision of healthcare in the field of biomechanics. The objectives of the ISB, with regards to the advocacy of projects in EDC regions, include the following:

- To make the Society truly international.
- To help develop skills of, and/or opportunities for, clinicians and researchers in EDC who do not have the resources available to do so on their own.
- To provide collaborative learning opportunities for students and researchers in developed countries to help them understand the challenges faced in the developing world.
- To enable donating organizations to do something beneficial with equipment that is no longer needed by them.
- To help provide a sustainable initiative that will allow biomechanics skills and knowledge to flourish in developing regions.
- To enable clinicians and researchers in developing countries to solve biomechanics-related problems specific to their own region.

The ISB would like to ensure the long-term sustainability and overall success of all EDC projects. As such, all participants must be clear on the objectives of the EDC participating organization(s) and the supporting organization(s), in addition to the outcomes each party wishes to achieve. This Memorandum of Understanding is intended to help clarify this for all participants. It is also the framework by which the ISB will evaluate the success of the project in the short and long-term and to find out whether the expected outcomes have been achieved, thereby enabling improvement of this process for future projects.

Participants:

Please list all organizations involved in this project (include those that are supporting the EDC participant by way of equipment donations, technical or financial support, or other resources) and their primary contacts.

	EDC Participant OR Supporting Organization	Primary Contact(s)	ISB Member Number*	E-mail
1. <i>International Society of Biomechanics (ISB)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Pat Champion</i>	<i>0001 Pat@ISBILiFSPProjectChampion.com</i>
2. <i>Imaginary Lab in Fictitious State (ILiFS)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>John Manager</i>	<i>0002 john@ilifs.com</i>
3. <i>Biomech Tech</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>June Resource</i>	<i>0003 june@BiomechTech.com</i>
4. <i>Contributing University (CU)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Ali Researcher</i>	<i>0004 ali@cu.org</i>
5. <i>(Include additional lines if necessary)</i>	<input type="checkbox"/>	<input type="checkbox"/>		

* A minimum of one primary contact from each organization must be a member of the ISB.

Project Proposal:

To be completed by the **EDC participant:**

1. What is the overall mission of your organization (*e.g. to improve the independence and wellbeing of physically disabled people...*) and how does this project help to support it?

2. What is the primary strategic objective(s) of this project? [Please specify details about one or more of the areas listed below. In formulating your objectives, consider specific results you would like to achieve.]

a. Teaching/educational programs: _____

b. Research programs: _____

c. Clinical assessment – diagnosis and treatment: _____

d. Other (please specify): _____

(Include additional lines if necessary)

3. What initiatives/actions (project design and/or management strategies) will be implemented to achieve the results outlined in Question 2?

4. Who will benefit from this project? (*e.g. Students, patients, etc*)

5. What are the expected benefits for each group listed in Question 4? *(e.g. Exposure to state-of-the-art methods of...)*

6. Please list proposed milestones – associated with the actions, individuals, and benefits given in Questions 3, 4, and 5, respectively – together with a timeline of events. Milestones should include specific outcomes that the collaborators wish to achieve.

Key Milestones	Time period
<i>1. ILiFS & CU students to complete research project(s) and publish results</i>	<i>Upcoming ISB Congress</i>
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7. What other authority/administrative body, such as government or college administration officials, must approve this initiative to ensure resources are allocated to the intended recipients? Has approval already been sought *(please provide evidence of any approvals)?*

8. What commitments will your organization make to ensure:
- a. Recognition of contributions provided by supporting organizations? *(e.g. Website acknowledgment, progress reports)*

 - b. Long-term sustainability of the project (including personnel required to ensure continuation of project into the future)? *(e.g. Staff training, technical support, security and maintenance, etc)*

Supporting Organizations – Commitments and Anticipated Benefits:

What contributions will be made by the supporting organizations? Please list all support that each participant has agreed to provide (*e.g. financial, in-kind, training, etc*), the period over which they have committed this support, estimated costs for the organization, and how they will benefit (*e.g. publicity*).

Organization	Commitments	Duration	Estimated Costs	Objectives/Benefits
<i>ISB</i>	<i>Send representatives to ILIFS</i>	<i>1 week</i>	<i>\$4000</i>	<i>Supports objectives outlined on pg 1.</i>
	<i>Installation of equipment</i>	<i>3 days</i>	<i>\$0</i>	
	<i>Staff Training</i>	<i>2 days</i>	<i>\$0</i>	
<i>Biomech Tech</i>	<i>Ensure equipment is functional – replace parts as necessary</i>	<i>3 weeks</i>	<i>\$200</i>	<i>Acknowledgment: publicity on ILiFS, ISB, Biomech Tech websites.</i>
	<i>Technical Support</i>	<i>5 years</i>	<i>\$100/yr</i>	
	<i>Staff Training</i>	<i>2 days</i>	<i>\$3000</i>	
<i>Contributing University</i>	<i>Provide and ship second-hand Biomech Tech system</i>	<i>2 days</i>	<i>\$400</i>	<i>CU receives ‘trade-in discount’ on purchase of new Biomech Tech system.</i>

Budget

Before any project can be endorsed by the ISB, a detailed budget for all costs involved for each participating organization must be approved by the ISB President, EDC Project Officer, and ISB Treasurer. In the budget, please consider monetary costs involved in establishing/initiating the project plus ongoing costs to ensure the project is sustainable. Please include the budget as a separate document.

Signatures of primary contact from each participating organization:

Name (please print)	Signature	Date

Name (please print)	Signature	Date

Name (please print)	Signature	Date

Name (please print)	Signature	Date

(Include additional lines if necessary)