

What is an MOU?

An MOU is a memorandum of understanding which is a simple agreement meant to outline a collaboration between two or more parties.

Why do I need an MOU?

An MOU is used to clarify roles and responsibilities between the collaborating parties, while addressing liability, indemnification, insurance, and other risk factors. It is a great way for programs to begin projects with clear expectations or to aid in managing existing projects to ensure the continued success of our programs.

Bottomline, an MOU will help protect the UC, the other party, and YOU.

When do I need an MOU?

You should always have an MOU if you are delivering programmatic lessons, workshops, and/or activities on non-UC property, such as at a school, library, community organization, etc.

How do I draft an MOU? And who do I send it to?

1 – The other party has a form they want use. Please fill out that form as best as possible and then send to PCPA at newagreement@ucanr.edu. PCPA will provide you with next steps and assist you through the process.

2 – The other party doesn't have a form, please use our CNH MOU template (Located in the right column). Before sending to the other party, fill out the template as best you can and send to PCPA at newagreement@ucanr.edu. PCPA will review, provide you with next steps, and assist you through the process.

Can I, my supervisor or my County Director sign an MOU or form from the other party?

No. **Only people with the delegated authority from the ANR Vice President are approved to sign** these types of agreements. Please contact PCPA with any questions.

Should I have the other party sign our agreement before sending to PCPA?

No, please have PCPA review all drafts before sending to the other party. This will save time and confusion during the review process. PCPA always needs to review before sending to the other party.

Most of the time PCPA will arrange for execution of agreement for both parties via DocuSign. In some instances, the other party has a preferred method of signature collection, but PCPA will always guide you through this process.



The site I'm working with is requesting a "Proof of Liability Insurance (Certificate of Liability or Self-Insurance)". Who do I contact at ANR for this?

If you need a copy of UC's generic certificate of self-insurance or to request a certificate of insurance for additional insured, please visit the Risk Services website on Certificates of Insurance located here:

https://ucanr.edu/sites/risk/Forms_and_Waivers/Certificates_of_Insurance/.

A school district won't let us enter the classroom because they are requiring background checks and/or tuberculosis (TB) testing of our staff, what do we do?

1 – You will need an MOU. Please ask the school for their preferred form, or if they do not have one use our template (located in the right column). Fill out the best you can and send directly to PCPA at newagreement@ucanr.edu.

2 – Regarding background checks, ANR conducts fingerprinting and manages subsequent arrest notices. We do not suggest that our employees submit a separate background check for any third party. Please contact PCPA directly with questions and we are happy to help guide you through the process.

3 – Regarding TB testing, the state has provided and mandated a TB clearance form which can be filled out by a nurse practitioner, a nurse, or a doctor. There is no medical information on those forms, and ANR does not and will not receive any medical test results. The form can be accessed here: https://ctca.org/wp-content/uploads/TBCB-CA-School-Staff-Volunteer-TB-Risk-Assessment_updated-May-20203.pdf. **Only page 3** needs to be submitted. These clearances are stored by ANR Risk Services. In most cases PCPA will work with Risk Services to submit a letter of attestation of clearances, but these forms can be sent directly to the school as they do not contain medical information. Please contact PCPA directly with questions and we are happy to help guide you through the process.

Can I sign a criminal background clearance letter of attestation as a guest speaker on behalf of myself?

No, the custodian of records in Risk Services should sign the letter of attestation after they have validated clearance and subsequent arrest notices. Please contact PCPA directly at newagreement@ucanr.edu and we are happy to guide you through the process.

My program's building lease is no longer serving us, can you help me look into alternatives?

This question could have a very complex answer, but will require further clarification to appropriately address your concern. Please contact PCPA directly at newagreement@ucanr.edu and we are happy to help guide you through the process.



What is UC's policy on bullying or abusive conduct?

The ANR Human Resources website on abusive conduct is located here: https://ucanr.edu/sites/DiscriminationSexual_Violence/Abusive_Conduct/.

The UC policy on abusive conduct is located here: <https://policy.ucop.edu/doc/4000701/AbusiveConduct>.

The ANR policy on Prohibition on Workplace Violence is located here: <https://ucanrpolicy.ellucid.com/documents/view/165/active/>.

You can also find training on abusive conduct in the workplace at the UCD Learning Center (login with your UCD credentials) here: <https://lms.ucdavis.edu>.

Which annual trainings are required by UC policy?

Annual trainings are subject to UC system wide requirements, ANR specific requirements, your unit Director, and/or ANR Human Resources. These trainings are completed in the UCD Learning Center (login with your UCD credentials) located here: <https://lms.ucdavis.edu>. Below is a list of the statutory and policy requirements.

- Child Abuse & Neglect Reporting Act (CANRA) Acknowledgment (statutory requirement)
- Sexual Violence & Sexual Harassment for Supervisors & Academics (statutory requirements)
- Sexual Violence & Sexual Harassment for Employees (policy requirement)
- Cybersecurity Awareness (policy requirement)
- UC Ethical Values and Conduct for Principal Investigators (policy requirement)
- UC Ethical Values and Conduct for Staff (policy requirement)
- USDA Responsible Conduct of Research (USDA requirement)
- Abusive Conduct Training (policy requirement)
- CANRA LMS Training for Mandated Reporters (statutory requirement)

What if the other party wants “wet” signatures?

While we strongly prefer to use electronic signatures, “wet” signatures can be obtained. Keep in mind this process takes much longer to complete. “Wet” signatures also require the following:

1. To be mailed to the appropriate ANR person with authority to sign. PCPA will direct you on the appropriate person and address.
2. Include return envelope and necessary postage with return address.
3. **Print the same number of “original” copies as there are parties to the agreement (e.g., if there are two parties, you need two copies, one for each party, etc.).**
4. PCPA will guide you through this process.



What is another ANR program wants to be included in our existing MOU?

That is OK, contact PCPA and we will review the existing MOU and determine the best way to add another program. Most of the time it means drafting an agreement and including the other program's project description/scope of work.

