**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**FIELDS INSTITUTE FOR RESEARCH IN MATHEMATICAL SCIENCES**

**AND**

**[INSERT NAME]**

**REGARDING THE**

**MATHEMATICS KNOWLEDGE NETWORK (MKN)**

This agreement is between the Fields Institute for Research in Mathematical Sciences (herein “Fields Institute”) and [INSERT NAME] concerning [INSERT NAME] CoP.

[INSERT NAME] has read the Appendices listed below:

* CoP Annual Implementation and Report Plan (Appendix 1)
* Annual Budget (Appendix 2)
* MKN Terms of Reference (Appendix 3)

[INSERT NAME] agrees (1) to the commitments specified in the CoP Annual Implementation and Report Plan and in the Annual Budget, (2) that any funds transferred to [INSERT NAME] must be used to meet these commitments and not exceed the budget limits, (3) that a complete annual financial accounting will be provided to the Fields Institute (c/o the MKN) based on dates outlined in the MKN Terms of Reference, (4) that any unspent funds be returned to Fields Institute, and (5) that the Fields Institute or the Ontario Ministry of Education may require an audit.

The parties have executed the agreement on the dates set out below.

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Fields Institute representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MKN co-director Date

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CoP co-lead, [INSERT TITLE, AFFILIATION] Date