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Approved by Director of IROAST

## Key Considerations for Concluding the Memorandum of Understanding (MOU)

[For faculty members of the International Research Organization for Advanced Science and Technology (IROAST) and faculty members of the science and technology departments/institutes supported by IROAST programs]

1. There are two templates of the MOU (Memorandum of Understanding) between researchers to conduct international joint research.  
Type 1: In the case where no higher exchange agreement, for example an agreement between departments or universities, exists.  
Type 2: In the case where a higher exchange agreement between departments or universities exists.  
  
A version in which Partner A (The other party) and Partner B (Us) are swapped has also been prepared, in order to exchange the MOU mutually.
2. The items and examples mentioned in the MOU can be added, deleted, and so on in consultation with the other party, as required. If necessary, please include the title of the research project. Once a draft MOU has been prepared in agreement with the counterparty, the following contact office will confirm the contents prior to the conclusion of the MOU.
3. The logo of IROAST is used in the templates. The IROAST logo can be changed to each group's logo, or each group's logo can be added next to the IROAST logo.
4. Under Partner A and Partner B, put the names of research groups or centers which are concluding the MOU. It is recommended that you put the signature of the director as a witness.
5. In the case where a higher exchange agreement exists (Type 2);
  - (1) If an academic exchange agreement between departments has already been concluded, apply the sentence "Following the academic agreement between A and B," and put the names of the departments and universities under A and B
  - (2) If an academic exchange agreement between universities has already been concluded, apply the sentence "Following the academic agreement between A and B," and put the names of the universities under A and B.
6. In principle, the MOU is valid for a period of five years, but may be changed upon agreement between the two parties. If a higher-level exchange agreement exists, the MOU may be valid for the duration of the validity period of the said agreement.
7. When renewing an MOU that is about to expire, please confirm the other party's intention to renew the MOU in advance and conclude the MOU by the expiration date. The Template "MOU Extension" may be used if the content of the MOU remains unchanged and only the validity period is extended.
8. If the MOU is to be terminated within the validity period upon agreement between the two parties,

please inform the Director of the Organization.

9. Other

- (1) Non-official research groups can also conclude MOUs. For an MOU between non-official research groups, put the signatures of the representatives of each group.
- (2) Concluding the MOU indicates the commencement of the international joint research.
- (3) The other party's template can be used for concluding the MOU. In that case, the contents need to be confirmed by the IROAST Office before conclusion.

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