

## What to Include in an MOU with an External Evaluator

This handout lists information you may want to include in an MOU when setting up a relationship with an external evaluator.

- ✓ Specific roles for both your program and the evaluator—how much time (and what roles) your staff will need to devote to the study;
- ✓ How much time will be required from your program participants;
- ✓ Cost (is it a “fixed” cost budget where you pay a set amount no matter what or a budget that may increase or decrease depending on what’s needed to complete the study);
- ✓ What kind of products will result from the study (reports, briefs, etc.)
- ✓ How much input will you have in any report that gets written (e.g., how much time will you be given to review study products; will you have input on content, tone, etc.);
- ✓ What questions will be answered in the evaluation;
- ✓ Timeline for the project;
- ✓ Who will own the data; and
- ✓ Who will be able to use the data going forward.
- ✓ This handout lists information you may want to include in an MOU when setting up a relationship with an external evaluator.