

**MEMORANDUM OF UNDERSTANDING**  
**between**  
**the [VR AGENCY NAME]**  
**and**  
**the University of Richmond**

**I. Parties**

The parties to this Memorandum of Understanding, hereinafter referred to as the MOU, are the **[VR AGENCY NAME]**, hereinafter referred to as **[AGENCY ACRONYM]** and the University of Richmond, hereinafter referred to as UR.

**II. Purpose**

The purpose of this MOU is to establish a research partnership between **[AGENCY ACRONYM]** and UR to conduct employment outcome studies of the **[AGENCY ACRONYM]** vocational rehabilitation program using data from the **[AGENCY ACRONYM]** client data system, hereinafter referred to as **[DATA SYSTEM NAME]**, and employment data from the **[STATE NAME]** Unemployment Insurance program, hereinafter referred to as the UI program. The research to be conducted under this partnership is supported in part by grant award number **xxxxxxxxxx** from the National Institute on Disability, Independent Living and Rehabilitation Research for the Vocational Rehabilitation Return on Investment Project, hereinafter referred to as the VR-ROI Project.

**III. [AGENCY ACRONYM] Contact**

[NAME]  
[TITLE]  
**[VR AGENCY NAME]**  
[STREET ADDRESS]  
[CITY, STATE, ZIP]  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**IV. UR Contact**

Robert Schmidt, Ph.D.  
[CONTACT INFORMATION]

**V. Responsibilities** *[COMMENT: Grant applications should budget money for reimbursing agencies for staff time used for these responsibilities. These include developing and executing the data-sharing agreement, acquiring UI data, and helping researchers understand the agency data they receive and nuances discovered in data analyses.]*

- a. **[AGENCY ACRONYM]** agrees to provide UR with de-identified individual-level client and services data from **[VR AGENCY DATA SYSTEM NAME]** on all individuals who applied to the **[AGENCY ACRONYM]** vocational rehabilitation program in State Fiscal Years (SFY) 2007-2012, inclusive, also known as the study cohorts. The **[DATA SYSTEM NAME]** elements include participant information (e.g., demographics and locale via county and/or zip code); client and case information (e.g., key case dates, disability type and severity, closure outcome & reason, field office, assigned counselor, and types & amounts of public support); and service provision (e.g., detailed purchased service information, and vendor and fund

information for 22 RSA-911 service categories). [AGENCY ACRONYM] will also provide UR with de-identified individual-level UI program employment data obtained by [AGENCY ACRONYM] from the [STATE UI AGENCY NAME], which administers the state UI program. The UI program data include quarterly wage amounts for at least 3 years (12 quarters) prior to the date of application to the [AGENCY ACRONYM] vocational rehabilitation program, as well as quarterly wage amounts for at least 5 years (20 quarters) following the date of application, for those individuals in the study cohort(s) whose wages were reported by their employers to the [STATE UI AGENCY NAME].

- b. [AGENCY ACRONYM] agrees to de-identify the resulting data files by removing names, addresses, and phone numbers as well as replacing SSNs of the study cohort with unique individual identifiers (i.e., PINs or participant ID numbers). The PIN will only be used by UR to match individual-level study cohort data provided by [AGENCY ACRONYM] in separate data files. [AGENCY ACRONYM] will maintain a “crosswalk” file of the SSNs and PINs for the study cohort. The PINs will not contain any intelligible information and will be used only for the purposes of this research to merge files and identify multiple cases for individuals. [AGENCY ACRONYM] will convey to UR through secure transmission methods the data files they compile and de-identify for the VR-ROI Project.
- c. UR agrees to maintain all [AGENCY ACRONYM] data files securely, and provide access only to those authorized employees and contractors who need it to perform their official duties in connection with the uses of the information authorized in this MOU. UR will ensure that all research findings based on analyses of [AGENCY ACRONYM] data are reviewed by [AGENCY ACRONYM] prior to the public release of those findings. UR will ensure that its employees and contractors comply with the terms of this MOA.

## **VI. Safeguards Regarding the Use and Disclosure of Data**

- a. Data provided to UR by [AGENCY ACRONYM], and any records created as a result of these data, will be used only for the purposes covered by this MOU. Except as specified in VII.b. and VII.c. below, UR agrees not to duplicate, disseminate, or re-disclose these data to any other party without the express written consent of [AGENCY ACRONYM].
- b. This MOU authorizes UR to extend access of de-identified data through secure means to [LIST ALL INDIVIDUALS WHO WILL ACCESS THE FILES; INCLUDE THEIR CURRENT AFFILIATIONS], VR-ROI Project research contractors, for the sole purpose of examining employment outcomes for clients of state vocational rehabilitation programs and developing return on investment estimates for such programs.
- c. UR agrees that any data files created or shared under this MOA remain the property of [AGENCY ACRONYM] and may be maintained for a period of not more than 5 years, at which time they shall be destroyed. However, by the written consent of all parties, coincidental with renewal of this MOU, the data may be maintained for up to two additional 5-year periods. Re-disclosure of program data to any party not named in the project description is expressly prohibited.

- d. UR and its contractors shall destroy all electronic data files received from [AGENCY ACRONYM] when the purposes covered by this MOA have been completed. UR shall notify [AGENCY ACRONYM] when such data files have been destroyed.

**VII. Terms and Conditions**

- a. Nothing in this MOU shall be construed as authority for any party to make commitments that will bind the other party beyond the activities described herein.
- b. [AGENCY ACRONYM] and UR agree that all human subjects research conducted under the provisions of this MOU that requires Institutional Review Board (IRB) review will only be carried out following approval of all IRBs having the authority to approve the proposed research activities.
- c. [AGENCY ACRONYM] and UR agree that information and data obtained as to personal facts and circumstances related to [AGENCY ACRONYM] clients will be collected and held confidential in accordance with state and federal requirements. Any information to be disclosed to external individuals and/or entities not a party to this MOU must be in summary, statistical, or other form, which does not identify particular individuals.

**VIII. Duration, Modification and Termination**

- a. This MOU is effective upon signature below by all parties, and shall end on [ENDING DATE OF MOU]. By mutual agreement of [AGENCY ACRONYM] and UR, this MOU may be extended for two one-year terms. Any and all modifications to this MOU shall be in writing and signed by the parties herein, or their official designee.
- b. Any party to this agreement, upon at least 60 days' written notice, may cancel this MOU.

The undersigned hereby agree to the terms and provisions of this MOU and thereby authorize its execution.

ON BEHALF OF THE [VR AGENCY NAME]

ON BEHALF OF THE UNIVERSITY OF RICHMOND

Signed \_\_\_\_\_

Signed \_\_\_\_\_

[AUTHORIZED OFFICIAL'S NAME]  
[AUTHORIZED OFFICIAL'S TITLE]

[AUTHORIZED OFFICIAL'S NAME]  
[AUTHORIZED OFFICIAL'S TITLE]

Dated \_\_\_\_\_

Dated \_\_\_\_\_

Administrative Contact for UR  
[NAME & CONTACT INFORMATION]