

Statistics in the Community (STATCOM)

Client Memorandum of Understanding (MOU)

Organization Name or Description _____,

Client Name _____, Email address _____,

Phone Number _____,

STATCOM's pledge

Prior to performing the statistical analysis, volunteer statistician(s) will write a proposal and work with the client until the client approves it. This is important because it ensures the statistician understands the problem or task and expectations are set correctly.

The client will receive an email from volunteer statisticians at least once per week. Weekly emails may include any progress update, questions, or simply information that volunteer statistician(s) had to focus on school and would be returning to the project soon.

The volunteer statistician strives to respond to client emails within 2 business days.

A working session consists of time where the volunteer statistician will work with or in the presence of the client who is available for questions or discussion. Meeting places can be arranged at Michigan State University or the office / location of the client's organization or a different meeting place. All working sessions must be held in public places (no private residences).

Volunteer statisticians will present the client with a final written report subject to the following criteria:

- The report achieves all of the outcome / deliverables described in the proposal. Statistical methods and results are described for reproducibility.
- Volunteer statisticians will review the report with the client and will rewrite if clarification is needed.
- Volunteer statisticians will present the final report to the client, and have the client sign the end of project document.

Client Pledge

The client will commit to 1-2 preliminary meetings. The first meeting will be between the client and the STATCOM officers/students and research advisor, during which both parties discuss and clarify the goal and expectation. If clarification is needed, a further meeting will be scheduled with the student team for this project.

The client will carefully review the proposal and tell the statistician of any changes that are needed until the proposal properly reflects the problem which is to be answered and everything is clear.

The client will provide data and answer relevant questions to help volunteer statistician(s) do analysis.

The client will respond to emails in a timely manner.

The client will make themselves available for working sessions during the project. A working session consists of time where the volunteer statistician will work with or in the presence of the client who is available for questions or discussion. Meeting places can be arranged at Michigan State University or the office / location of the client's organization or a different meeting place. All working sessions must be held in public places (no private residences).

The client will complete any confidentiality form if needed.

The client will not request the volunteer statistician to sign any documents or contracts other than those provided by STATCOM.

The client and volunteer statisticians are joint copyright owners of all the relevant documents and files.

Joint owners of copyrights are free to exploit the property without the consent of their joint owner(s) absent agreement to the contrary. However, only joint copyright owners are obligated to account to each other for any profits earned from licensing or use of the copyright. <https://www.mccarter.com/Joint-Ownership-And-Assignments-Of-Intellectual-Property-Rights-Part-II---Copyrights-05-27-2011/>

After the project is finished, the clients will provide a comment about the collaboration experience which includes advice and how the results of data analysis will be used in the future.

STATCOM will keep a record of all the final documents which may be displayed for future recruiting events.

By signing this pledge, I understand and agree to all the above items.

Client Name _____,

Client Signature _____,

Date _____

Volunteer statisticians name _____,

Volunteer statistician's signature _____,

Date _____