



Appendix 3.1: Partnership Agreement

As stated in *Framework for ICARS' Demonstration Projects* the Responsible Ministry (or ministries) is responsible for the overall development, implementation and further uptake and scale-up of the solutions developed as part of an ICARS research project. Because the success of a research project depends on high quality and timely contributions from the Lead Research Institution, the co-applicant research institutions or universities and partner stakeholders, it is compulsory for these participants to enter into a Partnership Agreement (referred to as "Agreement" in the following). When mentioned in the following the signatories will be referred to as "Partners" in plural and "Partner" in singular.

The Agreement is intended as a cooperation and communication tool that will assist the Project Coordinator and the Lead Researcher during project implementation. The Agreement must be entered within the first half year after a grant has been awarded, and the second disbursement to the research project is conditional on the submission of the Agreement by email to ICARS at contact@icars-global.org.

This document provides a template for the Agreement. It is the responsibility of each partner to ensure that the Agreement details all the necessary commitments and expectations to the cooperation and that the Agreement follows the rules of the partners. ICARS is not part of the Agreement but the ICARS Advisor may advise on the development of the Agreement as needed. Guiding text appears in [..].

The present Agreement is concluded between:

[name
address
telephone etc.]

[name
address
telephone etc.]

[name
address
telephone etc.]

[Add Partners as needed]

By signing this Agreement the Partners commit to collaborate on the implementation of the research project specified below and to oblige to the obligations and commitments stated in this Agreement.

Article 1: The Research Project

Project title: [project title]

Duration: [indicate number of months, date of project start and date of project termination]

Summary/abstract: [insert the summary of the research project as stated in approved Project Proposal]

Budget: [State the total budget of the research project and its distribution between the parties as stated in the approved budget and sub-budgets]



Article 2: The Grant Framework

The basis for this Partnership Agreement is the Grant Framework, which consists of:

The Grant Framework

- The Grant Letter
- Framework for ICARS' Demonstration Projects
- Guideline for the Expression of Interest and appendices
- Guideline for the Project Proposal, the approved Project Proposal and appendices (budget, draft log frame, signature page and CV's from key researchers and participants)
- Guideline for Project Administration
- The Partnership Agreement (prepared after project initiation)
- Full log frame (prepared after project initiation)

Other documents

- Local, official letters of approval (when such are required)
- Research permits, approvals etc.
- In-country rules and regulations on employment conditions, financial procedures, procurement etc.

The Grant Framework serves as a baseline tool used as a reference for managing the research project. It will guide the overall planning, monitoring and implementation of the research project and should be 'owned' by the Partners.

The Partners hereby certify that they have obtained the necessary acceptance, research permits and approval of the research project regarding environmental impact, ethical concerns, health risks or other subject areas by the relevant authorities in their respective countries prior to initiation of the research project. It is the responsibility of each Partner to ensure that all approvals are up to date at all times, e.g. in case the scope of the research project is changed or the original research project is prolonged.

Article 3: The Budget

The approved budget as part of the Grant Framework constitutes the financial basis for the Agreement and project activities. The budget is prepared in USD and specifies expenses related to each Partner. Thus, the Partners confirm that they are aware of what the Grant Framework entails for them in monetary and activity terms.

The budget includes the following budget lines:

- Salaries and emoluments;
- Educational grants;
- Expenses for trips and fieldwork;
- Research equipment and material;
- Publication, dissemination and outreach;
- Overhead partner institutions/stakeholders
- External audit

[Insert the main figures from the approved budget, including the sub-budgets].

Article 4: Obligations and Responsibilities

[The Agreement must state the obligations and responsibilities, including project management responsibilities, of each Partner. Add a section for each Partner and include the relevant obligations and responsibilities for each Partner (some might be relevant for several Partners). Add additional obligations and responsibilities as needed].

- To comply with all deadlines and commitments specified in the Grant Framework
- To receive the grant and distribute it in a timely manner according to the approved budget
- To contribute to the activities and achievement of the outputs of the research project as specified in the approved Project Proposal



- To ensure that input to progress and annual financial reporting (including annual audit/management endorsement of accounts) are provided to the ministry/institution having the Finance Manager role
- To ensure that the grant will be used exclusively for approved objectives and budget items
- To ensure that the research will be carried out in accordance with current conventions and regulations
- To set up – in collaboration with co-applicant research institutions, universities and key partner stakeholders – an adequate and reliable administration of the project funds
- To administer the grant within the stated financial frameworks and be responsible for the fulfillment of the stated objectives
- To ensure that the budget is in accordance with the respective tariffs and regulations of the institutions and stakeholders involved
- To make sure that all researchers and other project staff are recruited and employed in the project according to the budget and the approved Project Proposal
- To provide adequate project location facilities, laboratory space, power and water supply, local technical installations and other physical project framework, as specified in the project document
- To undertake all purchase, transport and insurance of research equipment, hereunder IT equipment;
- To obtain all relevant ethical approvals and other required permits before project activities are initiated, and ensure that the research is carried out in accordance with current conventions and regulations;

[...]

Obligations and Responsibilities of [the Responsible Ministry]

Obligations and Responsibilities of [the Lead Research Institution]

Obligations and Responsibilities of [XX]

Obligations and Responsibilities of [XX]

Obligations and Responsibilities of [XX]

Article 7: Accounting Issues

It is the duty of the ministry/institution having the Finance Manager role as well as co-applicants and partner stakeholders to establish and maintain a reliable accounting set up for the project funds. This implies preparation of an adequate chart of accounts, and ensuring that accounts are kept up to date. All accounting material shall be available to the respective partners in case of audits.

It is the responsibility of [name] to comply with the accounts requirements and deadlines. The other Signatories must submit to [name] the annual accounts of their share of the budget signed by the accountant and of each Signatory no later than [time indication].

Article 8: Audit

It is the duty of the Project Coordinator to facilitate any audit, review or evaluation activity requested by ICARS and [country's] authorities. Likewise it is the responsibility of the Partners to provide documentation and information as considered necessary.

Article 9: Research Results



It is the duty of all parties to allow - free of charge - the use of the research results and findings for publication purposes and for development co-operation purposes. If the research results are liable to enjoy any potential intellectual property claim to outputs related to the projects must first be cleared with ICARS in line with the *ICARS' Intellectual Property Policy*.

Article 10: Disputes

Any dispute concerning the interpretation or implementation of the present Agreement shall be settled by negotiations between the Partners. If this is not considered possible, the dispute shall be solved through arbitration according to *[country's]* arbitration rules.

Article 11: Amendments and termination

All Partners may request amendments to this Agreement. The implementation of such amendments will imply the agreement of all Partners. The agreed amendments should be confirmed by exchange of letters.

This Agreement may be terminated by all Partners with *[time indication]*.

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This Agreement shall enter into force on the *[date and year]*. Unless terminated before, this Agreement shall remain in force for the project period, stated in article 1.

Date: DD/MM/YYYY

Date: DD/MM/YYYY

[Signatures]