

Postsecondary Education Network International (PEN-International)

**Excellence
Integrity
Innovation**

MEMORANDUM OF UNDERSTANDING

With

Tianjin Technical College for the Deaf of Tianjin University of Technology

I. BACKGROUND

On 30 October 2000 the National Technical Institute for the Deaf (NTID), a college of the Rochester Institute of Technology (RIT), submitted a proposal entitled Postsecondary Education Network International to The Nippon Foundation of Japan. In January 2001, The Nippon Foundation notified NTID that a grant has been awarded for the period 1 March 2001 to 1 March 2002 to support the implementation of the outcomes for year one of PEN-International.

II. PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING

Tianjin Technical College for the Deaf (TCD) and the National Technical Institute for the Deaf at Rochester Institute of Technology will work in cooperation to implement PEN-International. The purpose of this Memorandum of Understanding is to outline general principles regarding the working relationship between NTID and TCD for the operation of PEN-International.

III. AGREEMENT

General

- a. PEN-International objectives and outcomes are detailed in the 30 October 2000 proposal narrative submitted to The Nippon Foundation. NTID and TCD are fully committed to achieving these objectives and outcomes in a timely manner. Both institutions are dedicated to PEN-International becoming recognized for:
 - Excellence,
 - Integrity, and
 - Innovation.
- b. NTID will comply with RIT policies for all financial record keeping and reporting.

NTID

- a. NTID will serve as the primary contractor and grant recipient. As such, NTID will provide overall project management, including the preparation of proposals and reports, project accounting, oversight of all activities, leadership of advisory and cooperation committees and quality control. As grant recipient, NTID will have fiscal responsibility for distribution and use of funds provided by The Nippon Foundation and will coordinate all communication to the Nippon Foundation regarding PEN-International.
- b. Dr. J.J. DeCaro will serve as PEN-International director and principal investigator. He will be responsible for all operations and finances, and will report PEN-International to Dr. Robert R. Davila, RIT Vice President for NTID and Chief Executive Officer for NTID.
- c. NTID will provide a team of faculty and staff to implement PEN-International objectives and outcomes.

TCD

- a. Tianjin Technical College for the Deaf will serve as a PEN-International participant and subcontractor to NTID.
- b. Director Bao of TCD will serve as project manager at TCD and will direct all aspects of TCD's participation in PEN-International. Among these duties are the hiring and supervision of local staff, the selection of individuals who will serve as project staff at TCD, the management of TCD's participation in in-service training of faculty from participant countries, and management of the selection and installation of PEN-International equipment and software at TCD. Director Bao will assure that TCD meets agreed upon deadlines in a timely fashion. Tasks and timelines will be determined by 1 April 2001 and will be appended to this document (Appendix A, to be approved, initialed and attached at a later date). Director Bao will provide NTID with progress and fiscal reports as specified in Appendix B (to be approved, initialed and attached at a later date).
- c. Ms. Han of TCD will serve as operations director at TCD, reporting to Director Bao. His duties will include management of daily operations of PEN-International at TCD as specified by Director Bao.
- d. Director Bao will hire other staff, to support project-related operations at TCD, within the confines of the budget stipulated in the PEN-International proposal and with the advice and consent of Dr. DeCaro. Such approval will not be unduly delayed. In addition, other TCD staff will participate in PEN-International as in-kind contributions.
- e. TCD will establish a business account with The Bank of China, which will receive wire transfers from the USA. Checks and other withdrawals from this account will require the approval and signature of Director Bao. All interest, which accrues to the account, must be included in the account balance statements as part of the fiscal report to NTID. Interest from the account can only be used for PEN-International activities.

f. As appropriate and necessary, Dr. DeCaro will transfer funds into this account to support specific PEN-International activities conducted by TCD. The purpose of these funds will be specified (by email and/or fax) when transfers are made. (Details of Financial Considerations can be found in Appendix B)

g. TCD will establish and operate a PEN-International multi-media facility and computer lab on its campus for deaf students on or before 31 August 2001. The design, development and evaluation of the lab will be conducted jointly by Professors Han and Clymer. Funds for the establishing the lab will be provided by PEN-International and costs must be within the negotiated budget allotment (to be determined by 1 April 2001).

h. Press releases and other statements to the media made by TCD regarding PEN-International must be reviewed by NTID prior to distribution.

IV. CONTACTS

Dr. James J. DeCaro and Director Guodong Bao are the only authorized individuals to accept, revise and implement this Memo of Understanding.

V. PERIOD OF PERFORMANCE

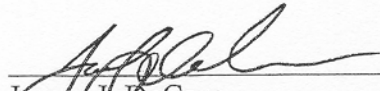
This Memo of Understanding is for the first year of PEN-International, 1 March 2001 through 1 March 2002.

VI. CHANGES TO MEMO OF UNDERSTANDING

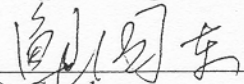
The only individuals authorized to make any changes to this Memo of Understanding are Dr. DeCaro and Director Bao.

VII. AUTHORIZED SIGNATURES TO MEMO OF UNDERSTANDING

This Memo of Understanding, including Appendix A [PEN-International Tasks and Timelines] and Appendix B [PEN-International Financial Considerations] constitute the entire agreement.


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23 March 2001
Date


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2001.3.23
Date

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link ←
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need ↓
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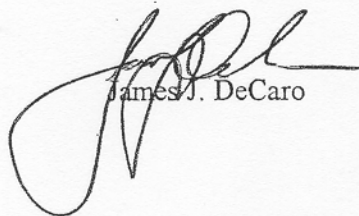
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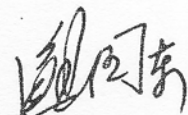
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TUT Lab opening pics
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Appendix A
Tasks and Timelines

The partner will plan and execute the necessary activities to achieve the goals and sentinel events delineated in the PEN-International planning calendar that follows immediately.


James J. DeCaro 27 April 2001


Bao Guodong

April 2001

Schedule of Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 TUT Faculty Names due to NTID	6	7
8	9 Work on dual language OS (NTID)	10	11	12	13	14
15	16 Bank Info due (TUT & TCT)	17	18	19	20	21
22	23	24	25	26 ISDN Specs Due (TCT)	27 Finalize train- ing agenda for TUT (NTID)	28
29	30					

**PEN-
International
Planning
Calendar**

NTID/RIT
52 Lomb Memorial Drive
Rochester, NY 14623

Contact Info:
Jim DeCaro, Project Director
Phone 716.475.6319—Fax 716.475.7515—email Jjd8074@rit.edu

May 2001

Schedule of Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11 Beta test Chinese Operating System (NTID)	12
13	14	15	16	17	18 Training Materials ready for translation	19
20	21	22	23	24	25	26
27	28	29	30	31 TUT Lab Specs due to NTID		

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June 2001

Schedule of Events

- Signing Ceremony delegation to include 2 from Russia, 2 from TCT and 2 from TUT—that the grant pays for. (2 from Nippon at their own expense.)
- Symposium/workshop delegation will consist of 7 from China and 1 from Japan—Grant will pay for Flight, Room and Board.
- 25th—Symposium runs until the 27th.
- 27th—29th workshops are held. One of those days a workshop will be held for the Chinese delegation only.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23 Ms. Suga, Chinese Fac- ulty, & Araki arrive
24 Welcome picnic	25 NTID Symp. begins	26 NTID Symp. Recpt. At RSD	27 NTID Symp. Workshops begin	28 Workshops Signing Cere- mony	29 End of Work- shops	30 Sight seeing

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July 2001

Schedule of Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Guests depart (or on the 2nd).	2 Lab Design Specs Confirmed (TUT)	3	4 US Holiday	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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August 2001

Schedule of Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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September 2001

Schedule of Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 TUT—test the equipment	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 Davila to Ja- pan	27 DeCaro and Clymer to Japan	28	29
30						

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October 2001

Schedule of Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Open TCT Lab	2	3 Open TUT Lab	4 Davila, De- Caro and Clymer to Manilla	5	6
7	8 Davila, De- Caro and Clymer return to US	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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November 2001

Schedule of Events

- 19th—21st Approximate time for Dr. Ohnuma to do Audiology training at TUT.
- 21st NTID students will arrive in Japan
- 24th NTID and TCT delegation will depart Japan for China
- 30th NTID delegation returns to the US
- 30th TCT delegation returns to Japan

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Approximate time for Ohnuma to do Audiology training at TUT	20 NTID Students depart US Approximate time for Ohnuma to do Audiology training at TUT	21 NTID Students Arrive Japan Approximate time for Ohnuma to do Audiology training at TUT	22	23	24 NTID & TCT delegation Depart Japan—arrive China
25	26	27	28	29	30 NTID Students return to US TCT Students return to Japan	

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December 2001

Schedule of Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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Appendix B

1. Procedures for handling transfer and expenditure of funds.
 - a) DeCaro receives requests for equipment, materials, travel and/or goods and services from PEN-International partner, including items, quantity and unit cost—no commitment to purchase should be made by the PEN-International partner until approval is received from DeCaro.
 - b) Requests are reviewed by DeCaro in consultation with Clymer and only funds for those items approved for purchase by DeCaro are transferred to the PEN-International account in the partner country.
 - c) The PEN-International bank account in the partner country will be used to pay for goods and services when authorized by DeCaro and Bao.
 - i) The account will be such that Director Bao's signature is required to authorize expenditures from the account.
 - d) A low balance will always be maintained in the account.
 - e) Copies of all bank statements will be sent to DeCaro directly.

Bank name : Agriculture Bank of China

Branch name: Wang Ding Di Office, Xiqing sub-branch, Tianjin Branch

Bank address: Building 5, Yingshui Nanli, Nankai District, Tianjin 300191,
P.R. CHINA

Account name: TUT--PEN-International Account

Account number: 2589801001847001

- f) Original receipts for all expenditures (with notations in English) will be sent to DeCaro within one month of the expenditure.
- 2) Documentation procedures
 - a) Equipment inventory
 - i) All equipment costing the equivalent of \$500 will be inventoried.
 - ii) A Filemaker inventory data base that will be provided by the PEN-International central office
 - iii) Each item so inventoried will display a PEN-International inventory identification tag that will be affixed to the item.
 - iv) The database will be updated periodically (at least every 6 months) to reflect current status and location.
 - v) Annually this database will be forwarded to the PEN-International central office.

b) Software inventory

- i) All software packages purchased with PEN-International funds will be inventoried since it is required that all installed software and operating systems will have appropriate licenses.
- ii) The inventory will be maintained by the partner and reported to the PEN-International office annually.

c) Tasks and accomplishments

- i) Major goals and timelines for PEN-International activities will be established for each partner and the partner will be responsible for documenting the activities undertaken and completed to achieve the goals.