

# **Postsecondary Education Network International (PEN-International)**

**Excellence  
Integrity  
Innovation**

## **MEMORANDUM OF UNDERSTANDING (Year One)**

**With**

**Tsukuba College 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 (See 30 October 2000 proposal).

### **II. PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING**

Tsukuba College of Technology (TCT) and the NTID at RIT will work as partners to implement PEN-International. The purpose of this Memorandum of Understanding is to provide the general principles regarding the working relationship between NTID and TCT 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 TCT 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. James 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.

## TCT

- a. Tsukuba College of Technology will serve as a partner and subcontractor to NTID.
- b. Dr. N. Ohnuma will serve as project manager at TCT and will direct all aspects of TCT'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 TCT, the management of TCT'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 TCT. Dr. Ohnuma will assure that TCT 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 future date). Dr. Ohnuma will provide NTID with progress and fiscal reports as specified in Appendix B (to be approved, initialed and attached at a future date).
- c. Professor T. Araki of TCT will serve as operations director at TCT, reporting to Dr. Ohnuma. His duties will include management of daily operations of PEN-International at TCT as specified by Dr. Ohnuma.
- d. Dr. Ohnuma will hire other staff, to support project-related operations at TCT, 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 TCT staff will participate in PEN-International as in-kind contributions.
- e. TCT will establish a business account with a major international bank in Japan, which can receive wire transfers from the USA. The account shall be named "TCT for PEN-International". Checks and other withdrawals from this account will require the approval and signature of Dr. Ohnuma and President Kazushi Nishijo. 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 TCT. 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. TCT will provide in-kind services from its own sources up to the level defined in the budget narrative for PEN-International (\$75,000). TCT will document these contributions to assure that the appropriate services are provided. The format for the financial documentation can be found in Appendix B.
- h. TCT will establish and operate a PEN-International video conferencing and computer lab on its campus for deaf students on or before 15 May 2001. The design, development and evaluation of the lab will be conducted jointly by Professors Araki and Clymer. Funds for the establishing the lab will be provided by PEN-International and costs must be within the negotiated budget allotment (See Appendix B).
- i. Press releases and other statements to the media made by TCT regarding PEN-International must be reviewed by NTID prior to distribution.

#### **IV. CONTACTS**

Dr. James J. DeCaro and Dr. Naoki Ohnuma 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.

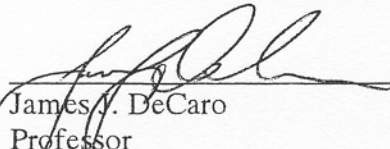
#### **VI. CHANGES TO MEMO OF UNDERSTANDING**

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

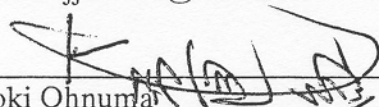


## VII. AUTHORIZED SIGNATURES TO MEMO OF UNDERSTANDING

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

  
James J. DeCaro  
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National Technical Institute for the Deaf  
Director, PEN-International  
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21 March 2001  
Date

  
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21 March 2001  
Date

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.

(KJB) 10 April 2001

Joe 5/2/2001

# 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  
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# 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 Oh- numa to do Audiology training at TUT	20 NTID Students depart US Approximate time for Oh- numa to do Audiology training at TUT	21 NTID Students Arrive Japan Approximate time for Oh- numa to do Audiology training at TUT	22	23	24 NTID & TCT delegation Depart Ja- pan—arrive China
25	26	27	28	29	30 NTID Students return to US TCT Students return to Ja- pan	

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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 Ohnuma.
  - i) The account will be such that two signatures are required to authorize expenditures from the account. These signatures will be that of Dean Ohnuma and the President of TCT (NISHIO, Kazushi).
- 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: The Jyo Bank, Ltd.

Bank code: 0130

Branch name: Kenkyugakuen-Toshi Branch

Branch number: 104

Bank address: 1-1364-1 Azuma, Tsukuba, Ibaraki 305-0031 JAPAN

Account name: TCT--PEN-International Account

Account number: 104-1780471

Swift address: JOYOJPJT

- 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 database 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.