

MEMORANDUM OF UNDERSTANDING

For Webster University Approved Research Sites for the ABA Program

This Memorandum of Understanding ("MOU") is made and entered into on this ____ day of _____, 20. , by and between Webster University ("University"), located at 401 Lockwood Ave St. Louis MO 63119 , and _____ ("Site"), located at _____ collectively referred to as the "Parties."

I. Purpose

The purpose of this MOU is to establish a collaborative relationship between the University and the Site to provide opportunities for students enrolled in the Master of Arts in Applied Behavior Analysis ("MA in ABA") program or other ABA programs to conduct research and gain practical experience in behavior analysis in a professional setting.

II. Responsibilities of Webster University

1. Ensure that the participating student(s) meet all academic and ethical requirements necessary to conduct research at the Site.
2. Provide guidance and oversight to student(s) to ensure compliance with program standards and ethical guidelines set forth by the Behavior Analyst Certification Board ("BACB").
3. Maintain communication with the Site to address any concerns or issues related to the research activities.
4. Provide documentation required by the Site, including proof of liability insurance and verification of student eligibility.

III. Responsibilities of Site

1. No-supervision fees: The site must not charge any fees for faculty supervision, mentoring, or oversight.
2. Compliance with all labor laws: Students must be paid for all work that benefits the company and appropriately classified (W2 v 1099)
3. Research access: Must permit students to conduct original research—including recruitment, data collection, and intervention—in alignment with Webster's program requirements.
4. No non-compete or restrictive clauses: No agreements that bind the student or university from publishing or sharing results, or restrict future employment opportunities.
5. IRB compliance: Must comply with Webster University's Institutional Review Board policies for human-subject research and facilitate IRB submissions and approvals.
6. Qualified supervision: A BACB-certified supervisor (BCBA) must be available.
7. Data and confidentiality safeguards: Secure storage and handling of research data, in compliance with FERPA/HIPAA or other privacy regulations.

8. Facilities for intervention/research: Appropriate physical or virtual setting to execute ABA interventions.
9. Participant pool availability: Access to a suitable sample (students, clients, organizations) relevant to the thesis topic.
10. Resources and tools: Use of assessment instruments, behavioral tracking software, or videotaping capabilities.
11. Ethical training & orientation: Orientation for participants, site staff, and supervisors regarding research ethics, informed consent, and protocol fidelity.
12. Faculty collaboration & mentorship: Willingness to engage in periodic meetings with Webster faculty.
13. Timely administrative support: Responsive coordination in signing agreements and facilitating IRB documents.
14. Backup continuity plan: Contingency supervision plan in case the primary BCBA is unavailable.
15. Conflict-of-interest transparency: Any financial or institutional ties must be disclosed in IRB applications.
16. Publication facilitation: Clear language allowing thesis use in dissertations, presentations, and journals.
17. Safety & compliance: Site must be free from legal, ethical, or safety impediments.
18. Alignment with Webster's timeline: Ability to integrate site schedules with academic semester timing, IRB review, and thesis defense schedules.

IV. Term and Termination

This MOU will become effective on the date signed by both Parties and will remain in effect for a period of one (1) year. It may be renewed upon mutual written agreement of the Parties. Either Party may terminate this agreement with thirty (30) days written notice to the other Party.

V. Confidentiality

Both Parties agree to maintain the confidentiality of any sensitive or proprietary information exchanged during the term of this agreement, in accordance with applicable laws and ethical standards.

VI. Indemnification

Each Party agrees to indemnify and hold harmless the other Party from and against any and all claims, liabilities, damages, and expenses arising from the actions of their respective employees, agents, or representatives related to the performance of this MOU.

VII. General Provisions

1. This MOU does not create a legally binding contractual relationship between the Parties beyond the terms specified herein.
2. Amendments to this MOU must be made in writing and signed by authorized representatives of both Parties.

3. This MOU shall be governed by the laws of the state in which the Site is located.

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding as of the date first written above.

Webster University

By: _____

Name: _____

Title: _____

Date: _____

SITE

By: _____

Name: _____

Title: _____

Date: _____