

# MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) establishes an agreement between the following parties:

\_\_\_\_\_ (“ Member Institution / Qualified Supplier”)

and **eCampusOntario**, registered as the Ontario Online Learning Consortium (OOLC), a provincially-funded non-profit organization that leads a consortium of the Ontario’s publicly-funded colleges.

Together, the above parties enter into this MOU for the purpose of the Support for Recent Graduates Program in Ontario Exchange (OEX), where project funding will end on February 29, 2024. The purpose of the Support for Recent Graduates program is to provide Recent Graduates (defined as those who have graduated after Jun 1, 2021) with the opportunity to build their portfolios and develop client networks as they start their career journeys.

It is the express wish of the parties hereto that this MOU and any related documents be drawn up and executed in English. Les parties conviennent que la présente convention et tous les documents s’y rattachant soient rédigés et signés en anglais.

## Context and Purpose

Ontario Exchange (OEX) matches postsecondary institutions with individuals providing virtual learning and content creation services, such as instructional designers, multimedia/virtual reality developers, learning management software (LMS) integrators, writers and more. As an added feature, we’ve dedicated a portion of our funding to support Recent Graduates for a short-term post-graduate placement. The work done in this placement should relate to the roles and services referred to in the Ontario Exchange Definitions of Virtual Learning Services’ document. There are two (2) ways to access our recent graduate funding:

- Hire a Recent Graduate for an upcoming virtual learning project
- Use OEX funding to supplement an existing virtual learning project for which a Recent Graduate is already on staff

## Payment Processing

The Member Institution/Qualified Supplier agrees to the payment option outlined below. The maximum amount allocated per Member Institution/Qualified Supplier is \$30,000 (CAD), inclusive of all fees. A maximum of two (2) Recent Graduates can be funded per Member Institution/Qualified Supplier (\$15,000 (CAD) per Recent Graduate). Proof of the Recent Graduate's completed degree or certificate (i.e., diploma or transcript) from a recognized or legally authorized post-secondary institution must be provided upon submission of the MOU.

eCampusOntario will reimburse the Member Institution/Qualified Supplier on a monthly basis following approval of the monthly report (see monthly payment schedule below) and submission of an invoice. The monthly reports should include the following:

- The name of the Recent Graduate hired
- Roles and responsibilities of the Recent Graduate
- Number of hours they have worked
- Tracking of hired Recent Graduate’s work

Processing fees, if required by the Member Institution/Qualified Supplier, will be included in the total amount allocated to the Member Institution/Qualified Supplier. The invoice must be addressed to eCampusOntario.

## Monthly Reporting and Payment Schedule

eCampusOntario's schedule of payment will be on a monthly basis. Payments will only be released after submission of an invoice and approval of a monthly report by eCampusOntario within the deadlines listed below. The Monthly Reporting period opens on the 15th of each month, and reports are due on the last day of each month. Payments for monthly reports submitted after the listed deadlines will not be processed until the following month's payment period.

Payment period month	Monthly reporting opens	Deadline for monthly report
July 2023	July 15, 2023	July 31, 2023
August 2023	August 15, 2023	August 31, 2023
September 2023	September 15, 2023	September 30, 2023
October 2023	October 15, 2023	October 31, 2023
November 2023	November 15, 2023	November 30, 2023
December 2023	December 15, 2023	January 31, 2023
January 2024	January 15, 2024	January 31, 2024
February 2024	February 15, 2024	February 29, 2024

## Term of the Agreement

This MOU will take effect on the date of last signing and remains in effect until March 31, 2024. **All Recent Graduate work must be completed by February 29, 2024.**

This MOU may be terminated upon written consent of both parties at any time with 30 days' notice.

## Authorization

\_\_\_\_\_ Date: \_\_\_\_\_

(Member Institution/Qualified Supplier signature - must have authority to bind the institution/organization)

\_\_\_\_\_  
(Member Institution/Qualified Supplier signatory name, job title)

\_\_\_\_\_ Date: \_\_\_\_\_

(eCampusOntario authorized signature)

\_\_\_\_\_  
(eCampusOntario representative name, job title)