MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN___________________ and the University of Minnesota
FOR THE HIGH SCHOOL BREAKFAST STUDY

**Study Objective:** To evaluate whether a program designed to improve participation in the school breakfast program (SBP) in high schools is effective.

**Study Outcomes:** For all students: SBP participation, grade point average, absences. For a sample of students: SBP participation, total diet, height/weight, percent body fat and psychosocial characteristics (beliefs, knowledge, confidence).

This Memorandum of Understanding (MOU) identifies elements of the High School Breakfast Study partnership that will be important in completing this research project. This is not a legal document but a commitment of intent between the school and the University.

**ELEMENTS OF THE PARTNERSHIP:**

I. The University Partner agrees to:

**FOR SCHOOLS:**

1. For the 8 randomly selected intervention schools, provide a one-time payment for costs directly related to improving access to the SBP in the study school during either spring 2013 and used for fall 2013 (SY 2013-14) startup (Wave 1) or spring 2014 and used for fall 2014 (SY 2014-15) startup (Wave 2). Funds may be used for staff time, equipment, supplies (e.g., food bags, stickers) and food costs. Funds may not be used for anything not related to improving access to the SBP in the study high school.

   For the 8 randomly selected control schools, provide a one-time payment for costs directly related to evaluating the study during either spring 2013 (Wave 1) or spring 2014 (Wave 2). Additionally, provide funds and resources for implementing SBP expansion intervention after the conclusion of the study period. Resources include, SBP expansion training, marketing assistance and materials and menu planning materials. Funds may be used for staff time, communications, printing, mailing materials, etc.

2. Provide a University staff contact person to work with the school liaison(s) for scheduling height and weight days, space, hall passes, data releases etc.

3. Conduct all study activities in a safe, professional, and sensitive manner. All University staff will be clearly identified and follow all established school protocols in a manner agreed upon by administration.

4. The University is responsible for ensuring that the study is reviewed by the University’s Institutional Review Board prior to implementation. Study staff will ensure that the program remains compliant.

5. Take primary responsibility for obtaining informed consent from study participants, collecting measurement data, paying students’ incentives for participation in the study and tracking student participation in the study.

6. Provide the school a summary of the study findings after the main trial is completed and the data are analyzed.

7. Provide the training materials at no charge to the district food service director after the main trial is completed.

8. Provide regular updates regarding the status of the research to a school liaison.
II. The School Partner agrees to:

1. Identify a staff member to serve as the liaison to the University staff for coordinating study activities, including student screening (all 9th and 10th graders), recruitment and measurement activities (about 70 students) and communications.

2. Identify appropriate channels and contacts for school district approval procedures for study participation.

3. Provide aggregate student data on all students (without names): SBP participation, absences, minority status, free and reduced priced meal status. Provide names and home contact information of the student cohort sample (about 70 names). A safe and secure process will be provided.

4. For intervention schools only, provide record (e.g., receipts) of grant provided funds spent.

5. Support student recruitment and measurement activities by providing space for measurement activities at school. Measurement activities will take place three times during the intervention: at baseline (spring 2013 or 2014), posttest (spring 2014 or 2015), and follow up (spring 2015 or 2016) for Wave 1 and Wave 2, respectively.

6. For intervention schools, provide general support for the intervention (healthy SBP menu, increase access to SBP and marketing) by:
   a. Allowing staff training time and program development time.
   b. Allowing changes to SBP service and promotions at school.
   c. Identifying ways to communicate the intervention among students, parents, teachers and other school staff.
   d. Working with the University to implement the intervention in the fall of 2013 (Wave 1) or fall of 2014 (Wave 2).

   For control schools, agree to not make substantial changes to the serving and eating locations of the SBP during the study period.

This MOU shall be reviewed and revised annually by the partners to ensure that it is fulfilling its purpose. The terms of this MOU are 7/12/2013 through 12/31/2016.

On behalf of ____________, I am signing this MOU to be a partner in the Breakfast study.

_________________________ _________  7/25/13
School partner representative Date  University representative  Date
Title: Principal Investigator

_________________________ _________ ________________________ 7/25/13
School partner representative Date  University representative  Date
Title: Project Manager