

Memorandum of Understanding

Between

THE OPPORTUNITY AGENDA/TIDES CENTER¹

and

“PARTNER”

This Memorandum of Understanding (MOU) outlines the terms and understanding between THE OPPORTUNITY AGENDA/TIDES CENTER and members of the Narrative Research Lab (NRL) to ensure collective community standards regarding the sharing and storing of research data.

Background and Goals of the Lab

The Opportunity Agenda is a social justice communication lab. We work with partners to move hearts and minds toward lasting policy and culture change. Since April 2018, in partnership with the Four Freedoms Fund, The Opportunity Agenda has taken over coordination of the Narrative Research Lab, which hosts monthly research briefings and serves as a space for participants to hear how various research projects build on each other. In the coming months, we will implement a comprehensive research library for the benefit of movement leaders and researchers.

Central functions of the NRL include:

- Serving as the “go-to” space for knowledge sharing, in which the immigrant rights research and advocacy community can share both substantive research and discuss its application.
- Determining strategic ways for amplifying the work of those in the field, with the help of the research presented on the calls.
- Building in a clearinghouse function that can serve the community as a resource – a “one-stop shop” for existing research that will help us all understand not only what’s available but also avoid duplication of research.
- Hearing from the field – serving as a place in which there’s a feedback loop that we are promoting to inspire and inform the work.

¹ Following statutes of California and New York law.

The Opportunity Agenda regards the partner organizations within the Narrative Research Lab as experts within immigration advocacy measures and as arbiters of this lab's mission. Through the collaborations garnered as members of the Narrative Research Lab, all parties will gain extensive knowledge of the issues plaguing immigrants in the United States and obtain research-based strategic messaging to assist progressive initiatives in advocacy for immigrant rights.

Purpose of Agreement

This MOU will lay out the terms and methodology in which the mission of the Narrative Research Lab is to be deployed. The following section describes the goals of the NRL as well as the level of commitment each party agrees to by signing the MOU.

By signing this agreement, _____ agrees to:

- Assist in the implementation of best practices for data sharing and storage;
- Adopt lab protocols for the storage and sharing of embargoed datasets;
- Agree to the community standards for the sharing of research and other lab materials;
- Comply with protocol and criteria for the addition of new members.

The above goals will be accomplished by undertaking the following activities:

- In the coming months, The Opportunity Agenda will reach out to a panel of NRL experts for guidance in deployment of best practices for data sharing and storage, the development of community standards, and insights into research needed by the field.
- Partners are expected to keep all unpublished research internal of their organizational teams. Unless otherwise specified by The Opportunity Agenda or the presenter, the dissemination of research externally, without obtaining necessary permissions, leaves the partner subject to termination of NRL membership.
- The Opportunity Agenda will accept recommendations of new members to the lab on a rolling basis, with the understanding that their admission is subject to the purview of The Opportunity Agenda.

In addition to the aforementioned guidelines, THE OPPORTUNITY AGENDA/TIDES CENTER commits to:

- Running an efficient and inclusive webinar;
- Maintaining technical support during calls and in sharing research;
- Coordinating opportunities for partners to 'meet' and collaborate;
- Ensuring the security of shared data and continued privacy of embargoed research projects.

Data Collection and Storage (Digital Library)

A central goal of the research lab is to create a clearinghouse of existing immigration related data for use by the field. This process requires a significant amount of cooperation and a clear understanding of:

1. What materials and in what format content should be shared with The Opportunity Agenda.
2. How data will be stored and secured.
3. The level of access to data that will be granted to consortium members.
4. The community standards for the sharing of information presented during monthly lab calls.
5. A clear criterion for the adding of new members to the lab.

The Opportunity Agenda commits to the following protocol for data storage, and we request that all lab members commit to the following guidelines for the sharing and security of partner organizations' data:

The Opportunity Agenda' Data Storage and Sharing Protocol

- All data and material collected from lab members will be stored within a password protected organizational database, only accessible to approved members of Opportunity Agenda staff;
- During the process of gathering new datasets and research materials, permission will be sought from the presenters and owners of data about the level of access they would like granted to lab members;
- Slides presented during monthly NRL calls will be stored within the Opportunity Agenda database. Approval for the sharing of slides following the call will be sought from the presenters and owner of data on a case by case basis;
- No access to raw data will be granted to lab members unless otherwise specified by owners of data;
- Raw data will not include personal identifying information;
- lab members must submit email requests when seeking access to particular research studies;
- A comprehensive bibliography of available studies and datasets will be shared with all current lab members.

Data Sharing Guidelines for Owners of Data

We request that all members of the research consortium commit to the sharing of applicable research materials including when possible:

- The raw dataset in the form of an SPSS, Stata, or .csv file;
- Slides featuring methodology and topline findings;
- Any accompanying messaging memos;
- Data will be collected from lab members taking part in monthly research calls, and on a rolling basis from current and new lab members (including historical data).

Data Usage Guidelines & Submitting of Requests for Data

- The following terms and conditions (Agreement) govern your use of any data made available by The Opportunity Agenda through the Narrative Research Lab's Digital Library.
- The Opportunity Agenda grants you a limited, non-exclusive, non-transferable right to access and use of content shared during and following NRL calls. Narrative Research Lab members will have the right to provide access to the data solely to their organizational staff.
- The Opportunity Agenda will provide lab members with a comprehensive bibliography of available datasets and other research materials. Those seeking access to particular datasets must submit requests to Porshea Patterson or Charles Sherman of The Opportunity Agenda. **The level of access granted is subject to the existing agreement between The Opportunity Agenda and the owners of the data.**
- Summaries of topline findings from research projects will be shared with lab members on a quarterly basis.
- Each partner of the NRL knowingly and voluntarily accepts and assumes responsibility for its use of data from the lab and hereby releases, waives, discharges and covenants not to sue TOA and each lab partner, and each of their officers and employees from and for any liability resulting from, arising from, or in any way related to Partner's use of the data from the lab.
- The Opportunity Agenda may suspend or terminate your access to NRL data for any material breach of this Agreement.

Restrictions on Use

Except as expressly permitted you may not, nor permit others to:

- Copy, reverse engineer, decompile, disassemble, derive source code, modify, or create compilations or derivative works of the NRL database;
- Provide any person that is not a staff member of an Narrative Research Lab partner organization access to content from our database without the express written permission of The Opportunity Agenda;
- Use data from the NRL to develop a database, infobase, online or similar database service, or other information resource in any media (print, electronic or otherwise, now existing or developed in the future) for commercial sale or use;
- Use the data from the NRL in any fashion that may infringe any copyright, intellectual property right, or proprietary or property right or interest of The Opportunity Agenda or its data suppliers;
- Remove or obscure any copyright notice or other notice or terms of use contained in the NRL database.

Compliance with Copyright Protection Technologies and Data Security

- Narrative Research Lab members will implement and maintain reasonable measures to ensure that only their organizational staff members have access to the Digital Library and

to prevent unwarranted intrusion into the Digital Library. This includes reasonable steps to protect your access to the administrative website for management of the Digital Library.

Presenter Guidelines

We request that presenters commit to:

- Sharing of presentations at least two weeks before the date of presentation;
- Sharing of raw data when possible;
- Participation in pre-briefing prep and webinar test session.

New Member Criteria

Parties interested in joining the Narrative Research Lab must complete the form found at this web address: <https://www.opportunityagenda.org/connect/narrative-research-lab>.

To maintain the confidentiality of research not in publishable format, we cannot include members of the press in the NRL membership.

Those who complete the form will be reviewed on a rolling basis and added to the consortium's membership at the discretion of The Opportunity Agenda staff based on the organization's values-based review process.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from (list partners). This MOU shall become effective upon signature by the authorized officials from the (list partners) and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from (list partners) this MOU shall end on (end date of partnership).

Contact Information

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Partner Name

Partner Representative

Position

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Partner Signature

Print partner name, organization, position

Date

Partner Signature

Print partner name, organization, position

Date