



Memorandum of Understanding (MOU)
between
the International Society of Applied Phycology (ISAP)
and
the Organizers of Training Courses in Algal Biotechnology

This MOU sets out the relationship between the Organizers of Training Courses in Algal Biotechnology and the Executive Committee (EC) of the ISAP as represented by its President or an alternate representative nominated by the EC to act as the contact person.

1. The local Organizers of the Course take full responsibility for the funding and budget of the Training Course. The ISAP will not be held responsible for any financial shortfalls.
2. The total support from ISAP will not exceed 2,000 EUR, as indicated in the attached call for proposals and should not be more than 50% of the total budget of the course.
3. The support from ISAP can be utilized for one or more of the following expenses: (i) accommodation / lodging of students and teachers; (ii) meals; (iii) one social event; (iv) preparation of manual and PR material.
4. The support from ISAP **cannot** be utilized for the following expenses: (i) overheads of the host institution; (ii) purchase of new equipment; (iii) salaries or honorarium for local staff or teachers.
5. The Organizers will acknowledge ISAP for the support in any document, poster and leaflet of the Course as well as in the media.
6. The Organizers will promote ISAP with a short presentation and encourage participants to become ISAP members during the Course.
7. The Organizers will prepare a short report on the total budget of the Course including the expenses covered by the financial support received from ISAP and will send it to the Secretary/Treasurer of ISAP within 30 days after the end of the Course.
8. The Organizers will prepare a short scientific report and will send it to the Secretary/Treasurer of ISAP within 30 days after the end of the Course for distribution to the EC and publication on the ISAP website and/or Newsletter.
9. The Organizers will provide the materials to be use by ISAP media for announcement of the Training Course before the event and for promotion of the Training Course results after the event

On behalf of the ISAP

On behalf of the Organizers

Name _____

Signature _____

Date _____
