



## Research Team Memorandum of Understanding

# Policy Changes and Amendments

Version date: Dec 10 2019

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These Memorandum of Understanding documents are intended to guide the work of the Trans PULSE Canada Study. While each team member agrees in principle with the Memorandum of Understanding, it is considered a set of 'living documents', which may be revisited and revised throughout the life of our project.

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## Policy Creation

New policies will be written as the need arises, as confirmed by the Steering Committee. The MOU Working Group will draft any required policies and submit them first to the Management Team, then to the Steering Committee for review. The Steering Committee will have ten working days to submit feedback and votes, after which time the policy will be considered final. The policy should be translated into French and circulated. All new policies must include the date of implementation at the top of the document.

## Evaluation and Amendments

Amendments can be made to the Trans PULSE Canada MOU document given that the decision is approved by the Steering Committee.

The MOU Working Group and Principal Investigators are responsible for critically reviewing all project policies. The MOU Working Group will draft any changes and submit them to the Steering Committee for review. The Steering Committee will have ten working days to submit feedback and votes, after which time the policy will be considered final. The policy should be translated into French and circulated. All new policies must include the date of implementation at the top of the document.