

MEMORANDUM OF UNDERSTANDING BETWEEN THE NCFDD, LLC, AND PRAIRIE VIEW A&M UNIVERSITY REGARDING INSTITUTIONAL MEMBERSHIP

This Institutional Membership Memorandum (“**Memorandum**”) is between the **NCFDD, LLC** (“**NCFDD**”) and **PRAIRIE VIEW A&M UNIVERSITY** (“**PVAMU**”) and reflects the collective understanding of the NCFDD and PVAMU in relation to PVAMU’S purchase of an NCFDD Institutional Membership.

1.0 Services Provided. The NCFDD provides professional development, training, and mentoring platform for graduate students, post-docs and faculty members. Specifically, the NCFDD currently provides: 1) Institutional Membership, 2) Faculty Success Programs, and 3) Virtual Workshops.

2.0 Location of Services. All professional development activities related to Institutional Membership and Faculty Success Programs will take place online at the following URL:

<http://www.ncfdd.org>

3.0 Term of Memorandum.

- The term of this Memorandum shall persist for a 1-year period.
- Beginning on: April 15, 2026,
- Through April 17, 2027.

4.0 2026-2027 Institutional Partnership Inclusive of:

Institutional Membership (IM). The NCFDD will provide PVAMU faculty, postdocs, and graduate students with access to the following online NCFDD resources for the Term of the Memorandum.

- The weekly *Monday Motivator*
- Monthly Core Curriculum webinars
- Live Guest Expert Webinars and Multi-Week Skill-Building Courses
- Hidden Handbook series
- Dissertation Success Curriculum for advanced graduate students
- 14-Day Writing Challenges
- Discussion Forum for peer-mentoring and problem-solving
- Monthly accountability buddy matches, by request
- Moderated monthly writing challenges
- Full library of previous webinar and multi-week course recordings
- The *NCFDD Community* online professional development network for members

The NCFDD may modify the services provided in accordance with its evolving curriculum or as otherwise necessary.

Faculty Success Program (FSP). An intensive productivity bootcamp helping tenure-track and tenured faculty with the skills necessary to increase research and writing productivity while maintaining a healthy work-life balance. Included in PVAMU's partnership:

- **(5) FSP registrations**

Department Chair Success Program (CSP). The Department Chair Success Program is an immersive 10-week program designed to support department chairs, equipping them with the necessary skills to navigate the challenges of the job. Included in PVAMU's partnership:

- **(5) CSP registrations**

Rethinking Your Research Funding Course. This four-week online course is designed to help faculty shift their mindset around research funding and explore sustainable, alternative strategies beyond large federal grants, identify a range of funding sources, reframe their research, and build actionable plans that align with their institutional goals and academic mission. Included in PVAMU's partnership:

- **(10) Research Funding registrations**

5.0 Payments. The NCFDD will quote/invoice PVAMU for:

- **\$70,888** on April 15, 2026.
- *Full payment of the Institutional Partnership Fee, inclusive of the Institutional Membership and/or all programs or courses specified for each term of this Memorandum, shall be made by PVAMU to NCFDD via direct deposit or check within 30 days of the date of the quote/invoice date.*

6.0 Modification, Information and Notices. The terms of this Memorandum may only be modified in writing, signed by the NCFDD and PVAMU. The NCFDD and PVAMU agree to provide each other with all information necessary to carry out the purpose of this Memorandum, including, but not limited to: technical, labor, and advertising requirements. Information and notices should be routed to the following mailing or email addresses:

NCFDD Finance Contact Information:

NCFDD, LLC

Attn: Geoff Watson

625 Kenmoor Ave SE Ste 350 #65212

Grand Rapids, MI 49546-2395

Telephone: 313-347-8485

E-Mail: finance@ncfdd.org

7.0 Contact Information.

PVAMU Contact Information:

Rahim Quazi, rmquazi@pvamu.edu , 936-261-9225

Key PVAMU Persons:

Primary Account Holder(s)

Rahim Quazi, rmquazi@pvamu.edu , 936-261-9225

Primary Account Holder Support / Assistant(s)

Elouise Wilson, elwilson@pvamu.edu , 936-261,2175

Payment / Billing Contact

accountspayable@pvamu.edu

PVAMU may update the Key Persons as necessary, and PVAMU agrees to communicate such changes to the NCFDD.

AGREED AND ACCEPTED:

NCFDD, LLC:



Geoff Watson
Chief Executive Officer
NCFDD, LLC

Date: 4/6/2026 | 9:03 AM CDT

PRAIRIE VIEW A&M UNIVERSITY



Robert Hall
Director, Contract Administration
PRAIRIE VIEW A&M UNIVERSITY

Date: 4/6/2026 | 4:02 PM CDT