

Memorandum of Agreement

This memorandum records an agreement between the Fulbright Program in the Russian Federation, Edward E. Roslof, director ("Fulbright Program"); and Johan Maurer ("writer/editor"). We agree that:

SERVICES:

The Fulbright Program engages Johan Maurer to:

1. Write English-language text for the following publications or channels:
 - Web opening pages
 - inquiry form ("pre-app")
 - poster modifications
 - suite of letters to inquirers, applicants, semi-finalists, finalists
 - brochure
 - intermediaries' brochure.
2. Review Russian translations of all texts to ensure equivalence.
3. Consult on integration of new text into existing fulbright.ru Web site.

TIMELINES:

1. Writer/editor will send first drafts to the Fulbright Program as they are produced, but not later than ten business days after receiving this signed memorandum by fax (+1-206-203-2057).
2. Writer/editor will respond to comments and corrections promptly, providing either a new draft or a progress report within three business days of receiving corrections.
3. The Fulbright Program agrees to respond to drafts within thirty calendar days of their submission by the writer/editor, who will otherwise assume that any uncorrected draft has been accepted.
4. A "business day" begins at 8 a.m. and ends at 5 p.m. at the writer/editor's location, currently Pacific time in USA, and excludes Saturdays and Sundays, Christmas (Gregorian calendar), New Year's Day, July 4, U.S. Thanksgiving, and any additional holidays agreed by both parties.

FEES AND INVOICES:

Johan Maurer will invoice the Fulbright Program at a rate of \$80/hour; minimum 30 hours (\$2400), not to exceed a maximum of 40 hours (\$3,200) or a combination of hours and reimbursable expenses not exceeding \$3,200. The invoice will be issued when the text has been written and delivered and at least one revision per document. Payment will be made by check payable at a USA bank issued by the Institute of International Education in New York City within 30 calendar days of invoice date. The original invoice will be sent to: Institute of International Education, Attn: Aimee Tschopp, 809 United Nations Plaza, New York, NY 10017, with a scanned copy sent by e-mail to Edward Roslof.

The invoice will add reimbursable expenses to the hourly totals cited above. The Fulbright Program specifies that an individual reimbursable expense greater than \$100 requires its prior approval, and the writer/editor will respect this limit, not incurring the expense until the approval is given. No reimbursable expense will be incurred that would result in a total

invoice above \$3,200, without prior consultation between writer/editor and the Fulbright Program.

INCLUDED/EXCLUDED SERVICES:

1. Revisions: all texts will be revised by the writer/editor in consultation with the Fulbright Program, as often as required by the Fulbright Program within the 40-hour maximum, and at least once for all enumerated publications.
2. Design: the writer/editor may give design suggestions, but responsibility for design remains with the Fulbright program.
3. Translation: the Fulbright Program or its authorized translators will translate English texts into Russian, but the writer/editor will be available to compare versions, make clarifying corrections, offer advice to translators, and respond to their questions.

PUBLICATION RIGHTS:

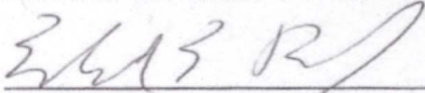
1. All finalized text becomes the intellectual property of the Fulbright Program, which may make changes in either language, and use all or parts of the text in any channel or format.
2. Writer/editor expressly retains the right to use excerpts in his own professional portfolio.

GENERAL PROVISIONS:

1. Both parties agree not to release preliminary drafts to the general public; but the right to decide to declare a text ready for publication, and to publish it, remains with the Fulbright Program.
2. The Fulbright Program agrees to provide writer/editor with access to background documents, existing publications, and contact information for collaborating colleagues (translators, designers, Webmasters, and so on), and agrees to hold writer/editor harmless for delays caused by lack of such access or by unavailability of necessary contacts or information.
3. Both parties recognize the valuable role of Karen Fox as expert consultant for this project and agree to share proprietary information with her.
4. Both parties agree to accept each other's faxes and e-mail communications as equivalent to paper mail, provided there is no obvious mischief or outside interference. (However, this memorandum will be physically signed by both parties.)

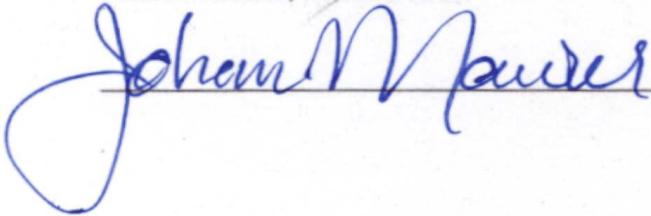
SIGNED AND DATED:

Edward E. Roslof, Director, Fulbright Program in the Russian Federation:



7 February 2008

Johan Maurer, writer/editor:



7 February 2008