



Process for Establishing New International Partnership Agreements

This document outlines the process for establishing new international memoranda of understanding (MOUs) or partnership agreements. The process does not address the many informal agreements among faculty that are drafted with the purpose of exchanging ideas, publishing, or arranging visits. It also does not address student exchanges, which are handled by Education Abroad and approved by the Education Abroad Committee.

1. Proposals for new MOUs or partnership agreements must have the support from the administration of the originating academic unit (e.g., College, School, or Institute). Therefore, the first step in the process is to secure the support of the head of the unit (typically, the Dean), who must be willing to sign the agreement.
2. The next step is to contact the Global Engagement Office (GEO) to discuss the proposed agreement. This may be done by sending email to geo@colorado.edu. The message may include a draft of the proposed agreement. The Global Engagement Office webpages include [agreement templates](#) that can be used as a starting point for drafting a new agreement.
3. GEO and relevant parties (including the international partner) determine the type and the scope of the agreement. Ideally, at this point, the international partner reviews and approves the draft of the agreement before proceeding to the next step.
4. The draft of the agreement is sent for review to Export Controls and to University Counsel. The draft may need to be sent to others for approval of specific items included in the agreement. For instance, the use of university logos must be reviewed and approved by trademark licensing and brand development.
5. Steps 3 and 4 may require more than one iteration until all parties agree and a final version of the document is produced.
6. The final document is sent for signatures via DocuSign. The envelope contains a routing sheet that includes the reviewers from Export Controls and Legal Counsel. If the agreement is signed by the Chancellor, then the routing sheet also includes the Provost, the Chief Operating Officer, and the Chancellor's Chief of Staff. The agreement is then sent to be signed by our partner, the Provost or the Chancellor, and the head of the unit that proposed the agreement, in that order.