



Indiana University  
Purdue University  
Fort Wayne

## **Guidelines for Establishing International Cooperation Agreements Authority**

The Office of International Education (OIE), under the authority of the Office of Academic Affairs (OAA) is responsible for the review, approval, and maintenance of institutional international cooperation agreements.

### **Purpose**

In the spirit of coordinating the development, approval, and administration of international cooperation agreements and to encourage continued growth in this important academic area aligned with IPFW's strategic plan, These guidelines are provided to ensure that faculty and staff submitting proposals to establish collaborative agreements with institutions and organizations outside of the U.S. are developed, approved, and maintained in accordance with University policy.

### **Definition**

There are essentially three types of written "agreements" which structure international activities at IPFW. Each of the documents listed below are designed to facilitate a particular purpose. The OIE will assist interested parties with any questions related to establishing an institutional agreement or determining which document would be most appropriate. Establishing productive, sustainable institutional agreement relationships is a challenging experience. The attached [Proposal Cover Sheet and Approval Form](#) will assist in determining the appropriate document needed.

1. A Letter of Intent (LOI) is an official document designed to inform administrators, faculty and other institutional constituents that there is sufficient interest to pursue some type of collaboration in the future. The LOI would be appropriate to use once a unit's leadership is convinced that this institutional relationship is necessary and consistent with departmental goals, as well as, aligned with IPFW's Institutional Statement on International Education and strategic plan. Once the LOI document is created and signed, the OIE and Office of Financial Affairs will need to receive a copy to be entered into the database. The attached template is IPFW's only accepted form for the LOI. Any alterations or editing of this document will need to be approved by both the OIE and the Office of Research, Engagement, and Sponsored Programs (RESP) contracts specialist. ([IPFW LOI template](#))
2. A Letter of Agreement (LOA) is an official document designed to inform administrators, faculty and other institutional constituents that there are specific institutional commitments promised by one or both institutions that are mutually beneficial, necessary and consistent with University, College and/or departmental goals, also aligned with IPFW's strategic plan. Normally, an academic Dean or the Dean's designee will work with the OIE to craft the LOA to assure appropriate language is used prior to review by the RESP contract specialist. Please see the example template. ([IPFW LOA template](#))
3. A Memorandum of Understanding (MOU) is an official document designed to inform administrators, faculty and other institutional constituents that there are specific university-wide commitments promised by one or both institutions that are mutually beneficial, necessary and consistent with IPFW's strategic plan. MOUs may sometimes be non-specific and non-binding, but they are institution-wide and formal. Please see the example template. ([IPFW MOU template](#))

Note: Please consult the OIE about Student Exchange Agreements.

### **Requirements for Approval**

Proposals for establishing international cooperation agreements must demonstrate that there are specific interests by one or both institutions that are mutually beneficial and consistent with University, College and/or departmental goals and aligned with IPFW's strategic plan.

Prior to entering into any type of agreement with an international institution, a query of lists maintained by federal agencies must be performed. This search will assist in identifying persons (individuals and companies) convicted of export control violations, debarred from federal funding, or otherwise prohibited from doing business with the US. To expedite matters and avoid delay, please follow the instructions listed on the [Purdue University Restricted Persons/Parties Screening \(RPS\) request form](#) as soon as the agreement is being considered. The sponsoring faculty/staff member is required to submit a Restricted Persons/Parties Screening (RPS) Request Form for all proposed agreements to the Purdue University Office of Research Integrity and Regulatory Affairs. RPS Request forms should be completed and reviewed by the RESP contract specialist prior to submitting by email to [exportcontrols@purdue.edu](mailto:exportcontrols@purdue.edu). A copy of the reviewed RPS Request Form must be attached to the approval form before approval is granted. Please contact the OIE or the RESP contract specialist for guidance.

If the scope of a proposed agreement references commitment of resources, receipts of gifts or funds, and/or includes provisions for the exchange of students, the sponsoring unit's business office, Comptroller, or Vice Chancellor for Financial and Administrative Affairs, as appropriate, will review and approve.

After all programmatic approvals have been received the Vice Chancellor for Academic Affairs has final authority for approving on behalf of the University. Agreements requiring or requesting the Chancellor's signature will be forwarded to that office with recommendation for approval and final endorsement.

#### **Procedures for Establishing International Cooperation Agreements**

1. The sponsoring faculty or staff member submits the proposal cover sheet, approval form and a draft of the proposed agreement or template to the OIE per the instructions included in these guidelines. ([Proposal Cover Sheet, Proposal Approval Form](#))
2. The sponsoring faculty or staff member and the OIE agree upon which template or agreement will be used and informs RESP contract specialist.
3. The sponsoring faculty or staff member is required to submit a [Restricted Persons/Parties Screening \(RPS\) request form](#) for all proposed agreements to the Purdue University Office of Research Integrity and Regulatory Affairs. The sponsoring faculty or staff member completes the RPS Request Form and forwards for review by the RESP contract specialist prior to submitting it by email to: [exportcontrols@purdue.edu](mailto:exportcontrols@purdue.edu). A copy of the reviewed RPS Request Form must be attached to the approval form before approval is granted. Please contact the OIE or the RESP contract specialist for guidance. ([PU RPS Request Form](#))
4. The sponsoring faculty or staff member forwards the proposal to the department chair and then the dean of sponsoring units for review and approval.
5. If the scope references departmental or unit commitment of resources, receipts of gifts or funds, and/or includes provisions for the exchange of students, the sponsoring faculty or staff member sends the proposal to the sponsoring unit's business office for review and approval.
6. The sponsoring faculty or staff member forwards the proposal to the OIE and the RESP contract specialist for initial review.
7. After initial review is completed, the OIE and the RESP contract specialist forward the redline (with summary explanation of edits) to the sponsoring faculty or staff member. The sponsoring faculty or staff member forwards the redline to the other party.
8. The OIE utilizes the sponsoring faculty or staff member as the principal communicator to the other party during the negotiation process.
9. After negotiation is complete, the OIE and the RESP contract specialist conduct a final review.
10. If the scope references an institution-wide commitment of resources, receipts of gifts or funds, and/or includes provisions for the exchange of students, the OIE sends the proposal to the Office of the Comptroller for review and approval.

11. If the scope involves a degree program, the OIE sends the proposal to the Office of Academic Programs for review and approval.
12. The OIE will forward the proposal to RESP for final review and approval.
13. The OIE will conduct the final review and forward to the Vice Chancellor for Financial and Administrative Affairs and the Vice Chancellor for Academic Affairs with a recommendation for approval.
14. After administrative and programmatic approval is completed, the signature process is coordinated. It is permissible for IPFW to sign scanned electronic copies if an agreement is first signed by the other party.

The following guidelines are generally followed regarding the signature process:

- IPFW never signs in two different languages, unless verbiage is added to the agreement stating the English language prevails.
- When ready for signing, if there is no ceremony, the sponsoring faculty or staff member will forward the document to OIE to obtain VCAA, VCFAA, and Chancellor's signatures. The sponsoring faculty or staff member is responsible for sending the fully (or partially) executed agreement to the other party.
- If there will be a formal signing ceremony, the OIE should be contacted so that the event can be coordinated with the Chancellor's Office in accordance with IPFW protocol.
- The OIE ensures that the VCAA and VCFAA, and any other interested IPFW party receive an electronic copy of all international collaboration agreements it processes. The IPFW Office of International Education serves as the official repository for all international agreements and maintains an electronic log of all documents.

**REQUIRED SIGNATURES:** The following are required signatures. Other signatures may be added if requested by the sponsoring faculty or staff member, or other academic or administrative units.

**LOI ONLY:**

1. Department Chair, Dean, or Vice Chancellor of Sponsoring Unit

**LOA, MOU, STUDENT EXCHANGE AGREEMENTS:**

1. Chancellor
2. VCAA
3. VCFAA



Carl N. Drummond

Vice Chancellor for Academic Affairs