

Arizona Global Request for International Agreement

Please complete all questions below and submit this form to imoa@arizona.edu to request an international agreement (new agreement, renewal, addendum, amendment, etc.). The turnaround time for Arizona Global to initiate the international agreement is approximately 4 weeks upon receipt of the completed and signed form. For any questions, please email imoa@arizona.edu.

1. Name of partner institution:
2. Country of partner Institution:
3. Provide partner institution lead contact information, including name, title, department, role/function, email address, and telephone number.
4. Provide type of program/activity (e.g., faculty/scholar exchange, undergrad/grad student exchange, dual degree, etc.).
5. Provide an overview of the partner institution. Include the length of time you have been working with this institution and why you are choosing to partner with this institution.
6. Provide the purpose, goals, and desired outcomes of collaborating with this institution.
7. How will the proposed partnership program/activity be supported and funded?

Is the Department or School/College willing to take on the program, and financial responsibility if any, contemplated by the agreement? Yes No

8. Who is the UArizona lead to carry out/support the activity from the Department or School/College and/or Arizona Global if required? Include: name, title, department, email address, and telephone number.

9. Are you requesting President Robbins to sign the routine international agreement*?

Yes No If Yes, please provide justification.

10. If President Robbins is being requested to sign the routine international agreement, is a signing ceremony being requested*:

Yes No If Yes, please provide justification.

*Prior to submitting this form for signature, please review the Arizona Global Signature Protocol for International Agreements attached to this form.

Department Head Name: _____ Email: _____@arizona.edu
College Dean Name: _____ Email: _____@arizona.edu

Approved and authorized by:

Department Head Signature _____ Date _____

College Dean Signature _____ Date _____

All information is required. Form must be signed by the Department Head and College Dean.

Submit completed and signed form to: imoa@arizona.edu

Upon receipt of the completed and signed form, the turnaround time for Arizona Global to initiate the agreement is approximately 4 weeks.

Arizona Global Signature Protocol for International Agreements

1. UArizona enters into several hundred international agreements each year with international partners including peer institutions, service providers, and consultants, among others. This signature protocol is intended to (i) provide guidance to the UArizona community and promote good business practices to ensure the appropriate UArizona delegated signatory signs the international agreement, and (ii) designate the Vice Provost, Global Affairs as the authorized signor for international agreements on behalf of UArizona. The authority for this protocol derives from Arizona Board of Regents Policy 3-103 and the UArizona Contract Signature Authority Memorandum signed by President Robbins effective March 31, 2020.
2. The President has the authority to approve and enter into contracts and agreements on behalf of UArizona. To streamline the process to ensure efficient and effective management of international agreements, and to reduce the large volume of routine international agreements routed to the President to sign, the Vice Provost, Global Affairs, as an authorized signor, will sign routine international agreements.
3. To request an international agreement the principal UArizona requestor shall complete the request for international agreement form and submit the completed and signed form to: imoa@arizona.edu. The UArizona requestor is responsible for securing signatures from the Department Head and the College Dean.
4. A request for the President to sign a routine international agreement or participate in a signing ceremony (an event in which authorized signatories to an approved agreement meet in person or by video conference to sign the agreement) must be indicated on the request form.
5. Upon receipt of the completed and signed request form, the request will be added to the Arizona Global contract request queue. Requests for the President to sign a routine international agreement or for a signing ceremony shall be reviewed by Arizona Global for strategic importance. Signing ceremonies are rare and held at the discretion of the Executive Office of the President or other designated signatory.
6. For approved requests for a signing ceremony, the principal UArizona requestor, with guidance from Arizona Global, will be responsible for arranging the signing ceremony with the Executive Office of the President. Arizona Global and the Executive Office of the President should be notified of the date as early as possible. For planning purposes, the signing ceremony may require several weeks or months to coordinate. Arizona Global Signature Protocol for International Agreements February 18, 2021