

### Arizona International Request for International Agreement

Please complete all questions below and submit this form to [intl-partnerships@arizona.edu](mailto:intl-partnerships@arizona.edu) to request an international agreement (new agreement, renewal, addendum, amendment, etc.). The turnaround time for Arizona International to initiate the international agreement is approximately 4 weeks upon receipt of the completed and signed form. For any questions, please email [intl-partnerships@arizona.edu](mailto:intl-partnerships@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 International 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 International Signature Protocol for International Agreements attached to this form.

Department Head Name: \_\_\_\_\_ Email: \_\_\_\_\_@arizona.edu  
College Dean Name: \_\_\_\_\_ Email: \_\_\_\_\_@arizona.edu

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Approved and authorized by:

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

College Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**Submit completed and signed form to: [intl-partnerships@arizona.edu](mailto:intl-partnerships@arizona.edu)**

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



### Assurance of Compliance

This agreement is meant to establish a framework for a broad partnership between the institutions. The agreement by itself is not intended to cover collaborative research, materials transfer, exchange of confidential information, research or clinical data, equipment loan, testing services, subcontracts/sub-awards, provision of stipends or travel funds, or Intellectual Property rights. Agreements related to the above activities MUST be covered under separate agreements which are handled by the Office of Research Contracts (ORC) within Research, Innovation & Impact (RII) or the UArizona Health Sciences (UAHS) Contracts Office (for UAHS faculty/researchers).

By signing this form, you agree to communicate with all necessary compliance departments and the applicable contracting office indicated above prior to engaging in specific collaborative research projects. Failure to follow all University of Arizona compliance policies could result in termination of the agreement, jeopardize ongoing sponsored projects, and affect the University's compliance with federal and state regulations.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

### **Arizona International Signature Protocol for International Agreements**

1. To request an international agreement the principal UArizona requestor shall complete the Arizona International Request for International Agreement form and submit the completed and signed form to: intl-partnerships@arizona.edu. The UArizona requestor is responsible for securing signatures from the Department Head and the College Dean.
2. A request for the President to sign a routine international agreement or participate in a signing ceremony (an event in which authorized signatories of an approved agreement meet in person or by video conference to sign the agreement) must be indicated on the request form.
3. Upon receipt of the completed and signed request form, the request will be added to the Arizona International contract request queue. Requests for the President to sign a routine international agreement, or for a signing ceremony, shall be reviewed by Arizona International for strategic importance. Signing ceremonies are rare, and held at the discretion of the Executive Office of the President or other designated signatory.
4. For approved requests for a signing ceremony, the principal UArizona requestor, with guidance from Arizona International, will be responsible for arranging the signing ceremony with the Executive Office of the President. Arizona International 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.