

INTERNATIONAL ACTIVITY PROPOSAL

Purpose: The International Activity Proposal initiates the process for partner-requested MOU's, International Institutional Affiliation Agreements (IIAAs), and International Unit Affiliation Agreements (IUAAAs).

MOUs requested by international partners may be broad or more specific, can be legally binding, and should not commit funding. These agreements do not contain the necessary legal language to protect both UCSF and the international partner. The involved UCSF faculty member should submit the MOU along with the completed International Activity Proposal as email attachments (along with any previous affiliation agreements with this partner) to ORBusinessContracts@ucsf.edu

IIAAs and IUAAAs

These international agreements are “umbrella agreements” and typically include a range of planned academic activities within the collaboration. These proposed agreements should be submitted using the completed International Activity Proposal as email attachments (along with any previous affiliation agreements with this partner) to ORBusinessContracts@ucsf.edu

As each specific collaborative activity is planned underneath this overall agreement, a new specific sub-agreement is required, but typically these are simpler agreements and provide the UCSF-required language. The agreements are negotiated to include international partner language to ensure an effective collaboration. OSR Business Contracts Unit (**OSR BC**) will use the umbrella proposal to draft, negotiate, and send the appropriate finalized agreement to the international partner in coordination with the Faculty Champion (described below). For questions about other types of international agreements, please see the [UCSF International Agreements Matrix](#).

- International Unit Affiliation Agreements (IUAAAs) involve international affiliations with a single UCSF unit. These are not campus-wide but involve one or several smaller units, often within the same UCSF school, institute, or center.
- International Institutional Affiliation Agreements (IIAAs) are international agreements involving more than one UCSF institute, school, or center. This type of agreement is for a UCSF campus-wide collaboration, initially involving at least 2 schools or independent units.

Who completes the proposal? Faculty whose activities would benefit from and be strengthened by formal agreements with their international partner.

- For single activity or single unit affiliations (MOUs, PSAs, and IUAAAs), the faculty member acts as the Faculty Champion who will work with OSR BC to finalize the relevant agreement. The Faculty Champion, who develops the proposal in conjunction with the international partner, is responsible for completing and submitting this form and facilitating responses to programmatic questions.
- For affiliations involving more than one institute, school, or center (MOUs, PSAs, IIAAs), a single faculty member shall be designated as the Faculty Champion. The Faculty Champion, who develops the proposal in conjunction with the international partner, is responsible for coordinating with the relevant units, schools, or centers to develop the activity proposal. As the faculty point of contact, the Faculty Champion is responsible for obtaining consensus from other relevant units, schools, centers, etc., on the programmatic content of the affiliation. Again, the Faculty Champion is responsible for completing and submitting this form and facilitating responses to programmatic questions. *The International Research Support Operations team, coordinating with the EVCP Senior International Officer, can assist in identifying potential interested UCSF faculty members from different units and facilitating the proposal discussion.*

INTERNATIONAL ACTIVITY PROPOSAL

International Activity Proposal

Complete the following form

PROJECT INFORMATION

This section provides OSR Business Contracts (OSR BC) with basic project information. Please provide as much information as possible. OSR BC will translate the information found in this document into the appropriate International Institutional Affiliation or International Unit Affiliation template.

Activity Details

Activity Name	
Affiliation Status	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification of existing agreement <input type="checkbox"/> Existing activity with no formal agreement
Proposed Activity Dates (Note: agreements cannot exceed 5 years)	Start Date: _____ End Date: _____
UCSF unit responsible for administrative management of the activity (e.g., school, department, Organized Research Unit, center, etc.)	
Other UC locations or other UC units involved (if applicable)	
Name of international site partner (e.g., the university, foreign government, NGO, etc.)	

Expected university staff involvement.

UCSF: provide the estimated number of individuals involved for all categories that apply	<input type="checkbox"/> Faculty _____ <input type="checkbox"/> Students _____ <input type="checkbox"/> Staff _____ <input type="checkbox"/> Residents, fellow, post-doctoral scholars _____ <input type="checkbox"/> Others _____
International Partner: provide the estimated number of individuals involved for all categories that apply	<input type="checkbox"/> Faculty _____ <input type="checkbox"/> Students _____ <input type="checkbox"/> Staff _____ <input type="checkbox"/> Residents, fellow, post-doctoral scholars _____ <input type="checkbox"/> Others _____

Brief summary of the activity, including expected outcomes. Optional: you may attach one additional page to this form.

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INTERNATIONAL ACTIVITY PROPOSAL

Financial & resource commitments by UCSF and the international partner (the cost to and name of the managing unit, whether one party is compensating the other for any purpose, space issues, etc.)

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FACULTY AND PARTNER CONTACT INFORMATION

Faculty Champion

Name, Title		UCSF E-Mail	
Unit (Department/Division)			

Administrator or MSO responsible for UCSF Faculty Champion

Name, Title		UCSF E-Mail	
Unit (Department/Division)			

Faculty from additional UCSF Units (if applicable). If necessary, add an additional page.

Name, Title		UCSF E-Mail	
Unit (Department/Division)			

Name, Title		Contact E-Mail	
Unit (Department/Division)			

Faculty Contact at International Site Partner

Name, Title		Contact E-Mail	
Institution and Unit			

Additional Contacts at International Site Partner. If necessary, add an additional page.

Name, Title		Contact E-Mail	
Institution and Unit			

Name, Title		Contact E-Mail	
Institution and Unit			

INTERNATIONAL ACTIVITY PROPOSAL

ACKNOWLEDGMENTS

1. Review of Travel Regulations and Risks

The Faculty Originator/Champion must review the potential risks and relevant regulations with help from the appropriate UCSF and UCOP offices regarding:

- Regulations including export/import control, technology transfer, US Government sanctions, or other country information <https://compliance.ucsf.edu/export-control> and <https://compliance.ucsf.edu/importance-export-control-compliance>
- High-risk travel designation by the US State Department <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
- UCSF requirements for international travel <https://coronavirus.ucsf.edu/travel>
- Risks regarding electronic devices and information technology (IT) <https://it.ucsf.edu/news/travel-and-work-remotely-securely-and-safely>

☐ As Faculty Champion, I acknowledge reviewing the potential risks and relevant regulations as noted above and will discuss any issues with the following division chief/s or department chair/s

☐ As Faculty Champion, I have discussed this activity with the following division chief/s or department chair/s and obtained their approval for this activity as indicated below.

Signature of Faculty Champion			
Name, Title		Contact E-Mail	

LEADERSHIP APPROVALS

Approval of Chief or Chair (Required for all affiliations)

Signature of Approver			
Name, Title		UCSF E-Mail	
Division or Department			

Approval of additional unit leaders (Required only if affiliation involves more than one unit)

Signature of Approver			
Name, Title		UCSF E-Mail	
Division or Department			

Signature of Approver			
Name, Title		UCSF E-Mail	
Division or Department			

INTERNATIONAL ACTIVITY PROPOSAL

Approval of Deans or Directors

(Required for large-scale affiliations involving 1-3 schools or centers). If necessary, add an additional page.

Signature of Approver			
Name, Title		UCSF E-Mail	
Division or Department			

Signature of Approver			
Name, Title		UCSF E-Mail	
Division or Department			

EVCP Approval (To be obtained by OSR BCU. Required for IIAAs)

Signature of Approver			
Name, Title		UCSF E-Mail	
EVCP			

Send this proposal as an email attachment (along with any previous or proposed affiliation agreements with this international partner) to:

ORBusinessContracts@ucsf.edu