

TYPE OF AGREEMENT ¹	DESCRIPTION	EXAMPLE	INITIAL STEPS FOR UCSF REQUESTORS	APPROVED BEFORE SUBMISSION TO AFFILIATE	SIGNED (and then recorded in Salesforce)	RENEWAL TRACKING RESPONSIBILITY ⁴
International Letter of Intent to Cooperate (LOIC)	-Intent to cooperate or collaborate in future or for signing ceremonies -Not legally binding -No institutional obligation	UCSF faculty and faculty from University of X abroad have decided generally on future collaboration. They want to express this desire in a document.	-Use LOIC template -Submit signed document to https://osr.ucsf.edu/business-contracts with copy to department leadership	-Modifications to template require review by https://osr.ucsf.edu/business-contracts ²	-UCSF Originator	Not applicable
International Proposals and Grants; Government Contracts; Outgoing Subawards and Subcontracts; Business Contracts	-Involve funding -Require specific activities -Legally binding	Refer to appropriate Office of Sponsored Research team for information on these affiliations: International Proposals and Grants ; Government Contracts ; Outgoing Subawards and Subcontracts ; Business Contracts				
International Memorandum of Understanding (MOU) ³ Partner template. Not recommended for use	-UCSF only uses if required by foreign collaborator -Can be legally binding -No funding is exchanged via an MOU	U of X abroad describes possible specific projects involving UCSF faculty. U of X requires an MOU ³ with UCSF to allow collaboration.	-Requires UCSF International Activity Proposal ² and submit as directed by email to ORBusinessContracts@ucsf.edu -See IUAA Workflow	-Department Chair/Director or Designate -Dean or Designate if school-wide -Requires review by https://osr.ucsf.edu/business-contracts ²	-Department Chair/Director or Designate -Dean or Designate if school-wide -Others per delegated authority	UCSF Faculty Champion (and MSO or Campus Unit Administrator ⁴)
International Teaming Agreement for a Sponsored Project	-Project specific and time limited -May be required in order to submit competitive research proposals -Gives specific role of each partner	U of X abroad requires agreement with UCSF before submitting a collaborative proposal.	Teaming Agreements may be handled either by Industry Contracts Division, Award Team, or Government Contracts Team, depending on sponsor type and/or whether it's part of a proposal	-To find an OSR contact visit: https://osr.ucsf.edu/find-my-support -For more information about OSR Responsibility Areas: OSR Responsibility Matrix -For questions, send an inquiry to CGAwardTeam@ucsf.edu		
International Research or Collaboration Agreement	-Agreement between 2 institutions to collaborate on specific project -Typically involves funding but can be an unfunded collaboration	A UCSF researcher obtains funding or wants to partner with research faculty at U of X abroad.	These agreements depend on whether the proposal is funded, as well as other factors. Use the resources in the adjacent box for more information.	-To find an OSR contact visit: https://osr.ucsf.edu/find-my-support -For more information about OSR Responsibility Areas: OSR Responsibility Matrix -For questions, send an inquiry to CGAwardTeam@ucsf.edu		
International Professional Services Agreement (PSA) <i>Physician Paid or Volunteer</i>	-Contract for specific clinical activities or medical services by UCSF -Required if touching patients or involved in patient care -Legally binding	UCSF faculty member(s) are to teach and provide clinical care at U of X abroad for payment or as volunteers.	-Designated MSO or Division Administrator submits request via Salesforce/CACTUS -If Telemedicine request, contact Linda Branagan	-Department Chair/Director or Designate -Dean or Designate (Dr. Neal Cohen) -Agreements drafted and modifications reviewed by https://osr.ucsf.edu/business-contracts ²	-Department Chair/Director or Designate -Dean or Designate (Dr. Neal Cohen)	UCSF Faculty Champion (and MSO or Campus Unit Administrator ⁴)
International Unit Affiliation Agreement (IUAA)	-Agreement between a UCSF school, department, program, or unit and a corresponding school/unit at a foreign institution for a range of collaboration activities -Long term (usually 5-year, renewable) -Need sub-agreements for specific activities, including any that are funded -Legally binding	UCSF faculty from a School or Program plan a specific educational faculty and trainee exchange program with U of X abroad.	-Requires UCSF International Activity Proposal ² -See IUAA Workflow -Submit as directed by email to ORBusinessContracts@ucsf.edu -Agreement drafted using UCSF IUAA template	-Department Chair, Director, Division Chief, or Designate -Dean or Designate if appropriate per activity -Revisions to template require review by Business Contracts ²	-Department Chair, Director, Division Chief, or Designate -Dean or Designate if appropriate per activity -Others per delegated authority	UCSF Faculty Champion (and MSO or Campus Unit Administrator ⁴)
International Institutional Affiliation Agreement (IIAA)	-Agreement for broad & significant collaboration over time involving 2 or more schools or independent campus units. -Institution to institution -Long term (usually 5-year, renewable) -Need sub-agreements for specific activities, including any that are funded -Legally binding	UCSF SOM and Global Health plan specific large educational and research projects with U of X faculty abroad.	-Requires UCSF International Activity Proposal ² -See IUAA Workflow -Submit as directed by email to ORBusinessContracts@ucsf.edu -Agreement drafted using UCSF IUAA template	-Dean or Designate of involved schools -Revisions to template require review by Business Contracts ²	-Dean or Designate of involved schools -EVCP or Chancellor -Financial Vice-Chancellor if resource commitment -Others per delegated authority	UCSF Faculty Champion (and MSO or Campus Unit Administrator ⁴)

FOOT NOTES

- For international agreements that do not fit any of the descriptions in the matrix, email UCSF Business Contracts for consultation: ORBusinessContracts@ucsf.edu
- Modifications to UCSF templates require review by UCSF Business Contracts. Modifications may require negotiation or approvals by legal, compliance, etc.
- Partner-imposed documents, whether a Memorandum of Understanding (MOU), a Letter of Intent, or other agreements, are not recommended for use by UCSF because processing will require longer review time. The form should be dictated by the activities contemplated and the parties' intentions, as set forth in the matrix.
- Renewal tracking notification can be sent automatically by Salesforce to the MSO or Campus Unit Administrator if this person is listed in the appropriate Salesforce field.