<table>
<thead>
<tr>
<th>TYPE OF AGREEMENT</th>
<th>DESCRIPTION</th>
<th>EXAMPLE</th>
<th>INITIAL STEPS FOR UCSF REQUESTORS</th>
<th>APPROVED BEFORE SUBMISSION TO AFFILIATE</th>
<th>SIGNED (and then recorded in Salesforce)</th>
<th>RENEWAL TRACKING RESPONSIBILITY</th>
</tr>
</thead>
</table>
| 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 of 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-contracts² | - UCSF Originator | Not applicable |
| International Memorandum of Understanding (MOU)¹ | - Only uses if required by foreign collaborator  
- Can be legally binding  
- No funding is exchanged via an MOU | An MOU is an agreement to cooperate or collaborate in specific projects involving UCSF faculty. It requires a MOU with UCSF to allow collaboration. | - Requires UCSF International Activity Proposal² 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-contracts² | - Department Chair/Director or Designate  
- Dean or Designate if school-wide  
- Others per delegated authority | UCSF Faculty Champion (and MSO or Campus Unit Administrator)³ |
| 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 | A U of X abroad requires agreement with UCSF before submitting a collaborative proposal. | - To find an OSR contact visit: https://osr.ucsf.edu/find-my-support  
- For more information about OSR Responsibility Areas: ORS Responsibility Matrix  
- For questions, send an inquiry to CGA_WTeam@ucsf.edu | - To find an OSR contact visit: https://osr.ucsf.edu/find-my-support  
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FOOT NOTES
1. For international agreements that do not fit any of the descriptions in the matrix, email UCSF Business Contracts for consultation: ORBusinessContracts@ucsf.edu
2. Modifications to UCSF templates require review by UCSF Business Contracts. Modifications may require negotiation or approvals by legal, compliance, etc.
3. 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.
4. 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.