

# STEPS FOR ESTABLISHING INTERNATIONAL AGREEMENTS

The Office of International Affairs follows university, state and federal policies in managing the development of new international agreements. This is a multi-step process that requires liaising with the various stakeholders, including, but not limited to the Office of Research Compliance, the Office of Legal Affairs, the Graduate School, the Office of Distance Education and eLearning, and the Office of Business and Finance.

- 1 The initiating faculty discusses the proposal for the agreement with the [college international liaison](#) and the Office of International Affairs (contact [OIA-InternationalPartnerships@osu.edu](mailto:OIA-InternationalPartnerships@osu.edu)).
- 2 The initiating faculty completes the [Concept Statement Proposal Form](#) and emails ([OIA-InternationalPartnerships@osu.edu](mailto:OIA-InternationalPartnerships@osu.edu)) the completed form. If the agreement is a renewal of an existing partnership, the faculty submits a [Renewal Statement Form](#).
- 3 OIA, the college international liaison, the initiating faculty or the international partner develops a draft of the agreement using the appropriate [template](#) and emails the draft to [OIA-InternationalPartnerships@osu.edu](mailto:OIA-InternationalPartnerships@osu.edu).
- 4 OIA and the Office of Research Compliance conduct a mandated screening of the international partner (Visual Compliance Restricted Party Screening).
- 5 OIA works with the Office of Legal Affairs to obtain approval of the agreement draft.
- 6 OIA negotiates the final content of the agreement draft with the international partner.
- 7 If the agreement is to be executed in two languages, the international partner provides the translation of the final version of the English draft via email: [OIA-InternationalPartnerships@osu.edu](mailto:OIA-InternationalPartnerships@osu.edu).
- 8 OIA certifies the accuracy of the translated version.
- 9 The college international liaison coordinates the review of the final draft with the college senior fiscal officer and emails the completed [Resource Commitment Approval \(RCA\) Memo](#) to OIA ([OIA-InternationalPartnerships@osu.edu](mailto:OIA-InternationalPartnerships@osu.edu)).
- 10 Both Ohio State and international partners review and approve the final draft.
- 11 OIA coordinates the signing process of the agreement. Signatures may be obtained in any order, depending on the preference of the partners.
- 12 Once all signatures are obtained, one original is archived with the Office of International Affairs and one is kept by the international partner.

