

## UMB Process for Development, Review, and Approval of International Memoranda of Understanding

The UMB President or delegee holds the authority for committing the University to an international Memorandum of Understanding (MoU), as laid out in the **UMB Policy on International Memoranda of Understanding**. An MoU may not create a legally binding commitment of UMB Funds.

Following are the steps for developing an international MoU and obtaining the required institutional review, approval, and signature.

**Step 1:** Any UMB community member interested in pursuing a Memorandum of Understanding (MoU) with an international entity should consult with Center for Global Engagement (CGE) before negotiating the agreement to check whether a prior MoU exists with the same or related entity and for guidance on the MoU process and support in the form of MoU templates/examples and other resources.

**Step 2:** The Initiator should complete and submit a signed MoU Request Form. Completed form will go to CGE. CGE will respond to Initiator with next steps and/or request additional information.

**Step 3:** CGE will share the completed MoU Request Form with UMB's Export Officer who will review MoU Request Form for country sanctions, restricted/prohibited parties, and other potential export concerns. Review comments are provided to the initiator (copy to CGE) and entered in the MoU Request. Initiator must respond to all review comments to the satisfaction of UMB's Export Officer before the MoU Request Form is submitted by CGE for approval. Responsibility to monitoring progress of the MoU Request Form through the Export Officer review rests with CGE.

**Step 4:** CGE routes the MoU Request Form for required approvals:

- Dean or VP
- Senior Vice President and Chief Enterprise and Economic Development Officer *or* Designee
- Provost, Executive Vice President, and Dean of the Graduate School

**Step 5:** If international partner has not provided its own MoU or agreement language for review, CGE will provide the appropriate UMB approved template(s) to the Initiator for use in developing and drafting the MoU or agreement. It is the Initiator's responsibility to work with the international partner to reach agreement on language and terms in the MoU that will be acceptable to both parties.

**\*\* Note:** Changes to the UMB agreement templates should be clearly marked in the draft agreement and must be approved by UMB University Counsel, before signing.

**Step 6:** After the Initiator submits the draft MoU to CGE, CGE will transmit the MoU Request Form and draft MoU/agreement to University Counsel for legal review. University Counsel will send comments to CGE and CGE will transmit comments and action steps to Initiator. Initiator is responsible for sharing drafts and review comments with international partner and obtaining their feedback. CGE will take the lead in working with University Counsel and Initiator until a final document (or other course of action) is agreed upon.

**Step 7:** CGE routes finalized MoU or agreement to the UMB President or designee for signature. Initiator sends partially executed agreement to partner for partner institution signature. Upon signature by partner, the fully executed agreement is provided to University Counsel and CGE.

**Step 8:** University Counsel retains international MoUs as the holder of record. Copies are also kept on file in CGE.