

Guidelines for Executing Academic Affiliation Agreements and the Approval Process

The University of the District of Columbia (UDC), its academic colleges/schools, departments, and units frequently enter into memoranda of understanding (MOUs) and other signed agreements (MOAs) with both domestic and international partners.

These guidelines are established to streamline the execution and approval of memoranda of understanding, affiliations, and other agreements and to make faculty, staff, and students' interactions with others, both locally and around the world, easier. The Office of the Chief Academic Officer (OCAO) approves academic affiliation agreements. The OCAO is currently compiling a list of current, active agreements. Eventually, the OCAO will track all academic affiliations and memoranda of understanding to:

- Ensure agreements advance the institutional mission of the university and enhance UDC's standing in the academic community.
- Protect UDC's reputation as an emerging-research university of the highest regard.
- Identify institutional and geographical overlap.
- Keep an accurate record of UDC global and domestic presence.
- Track agreement end dates and ensuring renewals are processed appropriately.

All agreements of and its units with universities, non-profit organizations, or other entities, both international and domestic, must go through an internal review process prior to signing to ensure compliance with university policies and confirm institutional approval and support.

Agreements meeting any one of the following criteria must be submitted for approval:

- Affiliation agreements and memoranda of understanding with institutions outside of the United States.
- Agreements that involve student, scholar, or faculty exchange.
- Agreements with for-profit educational institutions.
- Agreements with institutions outside of higher education.
- University-wide or school-wide agreements that extend beyond the individual faculty member.
- Agreements involving new joint degrees, certificates, or continuing education programs.
 - New degree and certificate programs must also be approved by the CAO though the Administrative Academic Procedures for new programs/program changes.
- Scalable agreements to exchange information pertaining to developments in teaching, student development and research at each institution.
- D.C. or government agency agreements, school partnerships affiliations, clinical/health sciences/hospital affiliations, consulting, and non-government affiliations

Which agreements do not need to be approved via this process?

- Co-authoring agreements.
- Grants, contracts, and sponsored projects involving an exchange of funds for a specific output (*i.e. a fee for services*) – these must be submitted directly to Vice President Research and the Office of Sponsored Programs (OSP). A routing form and university-wide approval is required and the CAO reviews and approves all grants, contracts, and sponsored projects.
- Technology transfer, industry collaboration agreements, or any agreements related to intellectual property—these must be submitted directly to Vice President Research and the Office of Sponsored Programs (OSP). A routing form and university-wide approval is required and the CAO reviews and approves all grants, contracts, and sponsored projects.

Procedures

Step 1: Drafting of the agreement

- Agreements may be drafted by UDC or partner institutions. Neither party should sign an agreement before it has been reviewed and approved by the OCAO and Office of General Counsel (OGC). The President has final approval authority.
- Each agreement must include the language from the Sample Templates provided as a resource by OGC.
- Any financial obligations must be detailed and attached as an Excel spreadsheet.
- All agreements must include an effective date and end date or agreement duration.

Step 2: Submission of the agreement for approval

- The Affiliation Agreements Routing Form must be completed and submitted with the draft agreement. The Routing Form (see attached) must be signed by the following individuals before it is submitted for approval:
 - UDC primary contact / project director
 - Department/Division chair
 - Dean (signature approval by the college/school dean or unit director indicates that the dean or unit director endorses and approves of the agreement and any resulting financial or administrative obligations)
 - Office of Sponsored Programs (if the agreement involves research collaboration)
 - Assistant CAO-Prescott (if the agreement involves any aspect of student exchange for credit or faculty exchange/reassigned workload)
 - Export Controls/OVPR McCrary (if any portion of the project occurs outside the U.S.)
- Agreements, related attachments, and the signed Routing Form must be delivered or emailed to cao@udc.edu for approval.

Step 3: Revision and final approval: *Please allow a minimum of two weeks for agreement approval*

- Following the receipt of the agreement, related attachments, and the Routing Form, materials will be reviewed by the OCAO and the OGC, and any other necessary administrative offices.
- You will be contacted regarding any necessary changes to the agreement. (Substantial changes may require additional approval of the department chair, dean, director, Pre-Award, and CAO).
- Once the agreement has been approved, the Routing Form will be returned to you, with signatures from the OCAO, OGC, and the President.
- If required, the agreement will be returned with a signature from the OCAO.

Step 4: Final execution of the agreement

- The final approved agreement must be signed by both a UDC President and a designee from the partner institution.
- A copy of the fully executed agreement must be submitted to cao@udc.edu and the college/school dean or unit director.

Step 5: Sub agreements, end of agreement, or agreement renewal

- Unless otherwise specified, all sub-agreements must be submitted for approval, even if an umbrella agreement exists with the same institution.
- All agreements must include an end date or project duration. In general, agreements are approved for a period of up to five years. The OCAO will notify the primary contact and college/school dean/unit director at least 90 days before the expiry of an agreement. All agreements subject to renewal must be re-submitted for approval at the end-date specified in the agreement. Otherwise, the agreement will no longer be in effect.

Please note:

- Failure to adhere to proper form routing procedures could result in delays in agreement processing.
- Agreements or activities involving international visitors to UDC may require special consideration due the United States Department of the Treasury Office of Foreign Assets Control (OFAC) requirements.
- Agreements in foreign languages must include an officially translated, English version, which includes the text “English version controls.” The Trustees of UDC and any affiliates are bound by the English-version of agreements only.