

INTERNATIONAL AGREEMENTS APPROVAL PROCESS



AUBURN

SUBMITTER MANUAL

GENERAL INFORMATION:

Agreements between Auburn University, its employees and international university, NGO, government and corporate partners create vital opportunities for academic, research, outreach and operational engagement. All Auburn partnerships should be guided by the university and college/unit strategic plans with an outcomes-focused approach and are subject to the [International Agreement Policy](#).

A Brief Process Overview is provided (Pages 1-2), along with a Detailed Process Overview with screenshots (Pages 3-12).

BRIEF PROCESS OVERVIEW:

1. As soon as you are considering pursuing an agreement with an international entity, complete the International Agreement Proposal Form: aub.ie/intlagreeform.
 - a. If you're proposed agreement is a sponsored program, you **MUST** select "Yes" to the "Is this a sponsored program?" question on the form to loop in the Office of Sponsored Programs.
 - b. If you're working with The IP Exchange on your proposed agreement, you **MUST** select "The IP Exchange" as the "College/Unit" on the form. Then, a field will appear to insert the college name.
 - c. *OIP encourages you to send yourself a copy of the form for your records by checking the "Send me a copy of my responses" box at the bottom of the form.*
2. Once the form is submitted, the system will automatically send the proposal to the College/Unit Designee (a person selected by the Dean to represent the college) for review. They have a full work week to review the proposal.
 - a. If declined by the College/Unit Designee, the process will not proceed.
 - b. If approved by the College/Unit Designee, the proposal will be automatically sent to the International Agreements Committee for review.
3. The International Agreements Committee has a full work week to review the proposal.
 - a. If rejected, the process will not proceed, and you will be notified.
 - b. If it requires more information, you will receive a Smartsheet email requiring actionable steps to provide clarity.
 - c. If approved, you will receive a Smartsheet email detailing that you may now negotiate the terms of the agreement with the partner, and to upload the unsigned agreement document (using a provided link) when it is ready to be reviewed by the International Agreements Committee.
 - i. If you are working with the Office of Sponsored Programs, they will receive the phase 1 approval email and pick up the process from here.
 - ii. At this phase, in addition to uploading the agreement, you **MUST** answer the "Any part of the agreement in a foreign language?" and "What version of the agreement is being uploaded?" questions

displayed on the upload page. *If any part of the agreement you are uploading is in a language other than English (i.e., the partner has provided the agreement in their native language in addition to English), then you select "Yes" and "English + Foreign Language Agreement Uploaded". If the agreement is only in English, then you select "No" and "English Only Agreement Uploaded".*

4. If you selected "Yes" and "English + Foreign Language Agreement Uploaded", the agreement will be sent off to verify the translation, and then onto the International Agreements Committee for review.
5. If you selected "No" and "English Only Agreement Uploaded", the agreement will be automatically sent to the International Agreements Committee for review. The committee will have one week to vote (reject, require more information, or approve).
6. If the agreement is approved, the Office of International Programs will submit the agreement document to the President's office for signature. Once signed, the agreement document will be sent to you to download and send to the partner for signature(s).
7. Once all parties have signed the agreement, go back to the email originally sent to you notifying you that the agreement was approved, upload the fully executed version, and change the "Final Status" to "Final Version Attached".

DETAILED PROCESS OVERVIEW, PHASE 1:

1. As soon as you are considering pursuing an agreement with an international entity, complete the International Agreement Proposal Form: aub.ie/intlagreeform. No negotiations should take place before your phase 1 proposal is approved.
 - a. If you're proposed agreement is a sponsored program, you **MUST** select "Yes" to the "Is this a sponsored program?" question on the form to loop in the Office of Sponsored Programs.
 - b. If you're working with The IP Exchange on your proposed agreement, you **MUST** select "The IP Exchange" as the "College/Unit" on the form. Then, a field will appear to insert the college name.
 - c. *OIP encourages you to send yourself a copy of the form for your records by checking the "Send me a copy of my responses" box at the bottom of the form.*
2. Once the form is submitted, the system will automatically send the proposal to the College/Unit Designee (a person selected by the Dean to represent the college) for review. They have a full work week to review the proposal.
3. If the agreement proposal is **DECLINED** by the College/Unit Designee, the process will not proceed any further and you (the submitter) will receive a Smartsheet email notification like this:



Dear Jane,

Unfortunately Kalani Long has declined your proposed Exchange Agreement with Walt Disney World. For questions or clarification, please contact them directly at kap0075@auburn.edu.

4. If the agreement proposal is **APPROVED** by the College/Unit Designee, you will receive a Smartsheet email notification like this:



Dear Jane,

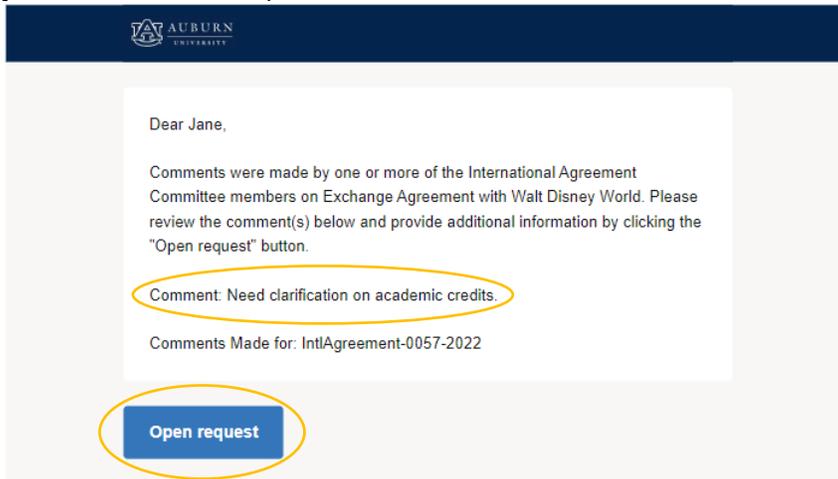
Proposed Exchange Agreement with Walt Disney World (IntlAgreement-0057-2022) has been approved by Kalani Long and is now being reviewed by the International Agreements Committee. Once a decision has been made you will receive an update via email.

If you have questions, email intlagree@auburn.edu.

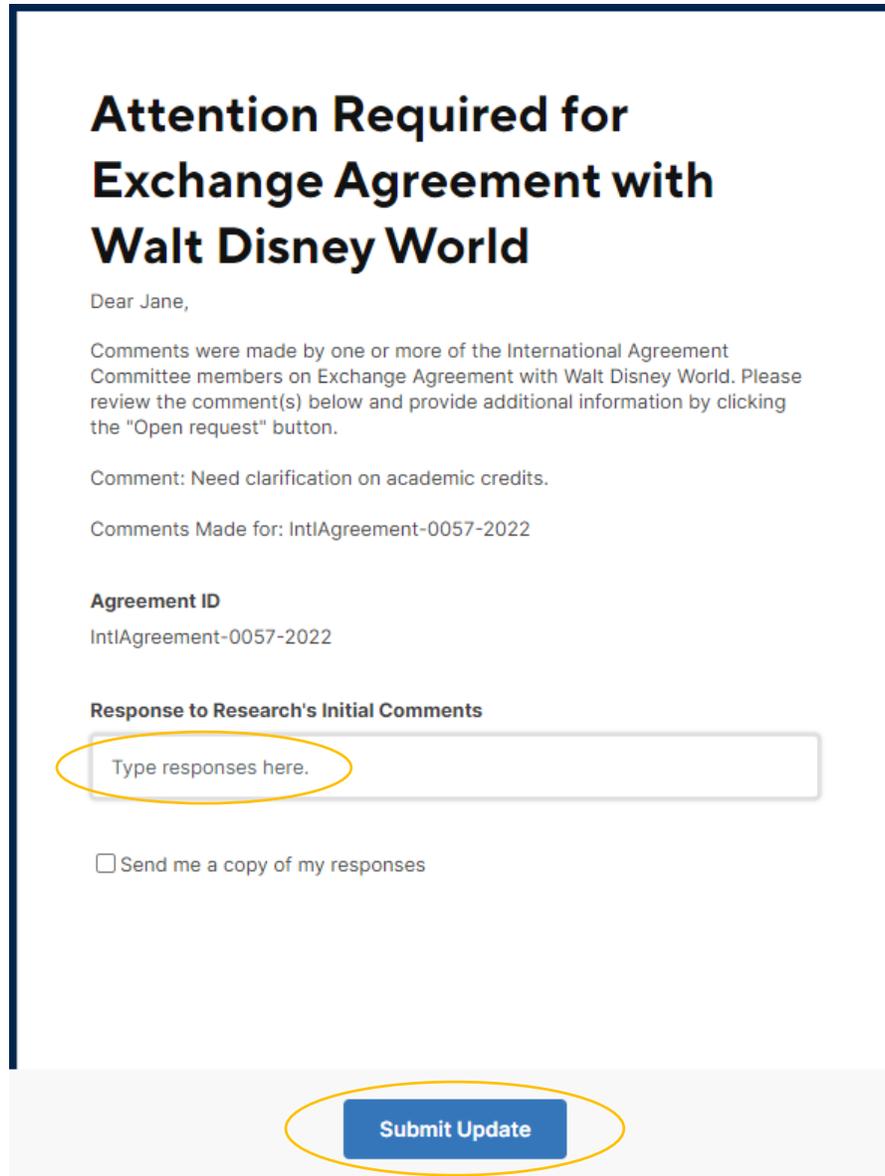
- Once the agreement proposal is approved by the College/Unit Designee, it is automatically sent on to the International Agreements Committee for review. The International Agreements Committee has a full work week to review and vote on the proposal. So, in total, the proposal has two full work weeks to be reviewed by the College/Unit and the International Agreements Committee. Do not expect to be notified about the status of your proposal earlier than two weeks from submission date.
- If the agreement proposal is **REJECTED** by the International Agreements Committee, the process will not proceed any further and you will receive a Smartsheet email notification like this:



- If the agreement proposal **REQUIRES ADDITIONAL INFORMATION** from one or more of the International Agreement Committee members, you will receive a Smartsheet email notification like the one below. Action is required if you receive this email. Click the blue "Open request" button to provide the International Agreements Committee member with clarification/additional information pertaining to their comment. If more than one committee member is requesting additional information, you will receive a separate email for each additional information request.



When you click the "Open request" button, it will take you to a page that has a text box for you to provide clarification/additional information. Once you have typed in your response, you **MUST** click the blue "Submit Update" button. See below.



Attention Required for Exchange Agreement with Walt Disney World

Dear Jane,

Comments were made by one or more of the International Agreement Committee members on Exchange Agreement with Walt Disney World. Please review the comment(s) below and provide additional information by clicking the "Open request" button.

Comment: Need clarification on academic credits.

Comments Made for: IntlAgreement-0057-2022

Agreement ID
IntlAgreement-0057-2022

Response to Research's Initial Comments

Type responses here.

Send me a copy of my responses

Submit Update

8. Once you type your response and click "Submit Update", the International Agreements Committee member that made the initial comment will vote to approve, reject or ask for further clarification if needed.
9. Once clarification/additional information is provided and the proposal is **APPROVED** by the International Agreements Committee, you will receive a Smartsheet email notification (see next page) communicating that you may now negotiate an agreement with your partner. *However, if you are working with the Office of Sponsored Programs, they will receive the phase 1 approval email and pick up the process from here.*

Dear Jane,

The proposed Exchange Agreement with Walt Disney World (IntlAgreement-0083-2022) has received phase 1 approval by the International Agreements Committee. You may now negotiate an agreement with your partner.

Once you and the partner have finalized the terms of the agreement, please upload the unsigned Exchange Agreement with Walt Disney World by clicking the "Open request" button below. The document should be in PDF format with agreement type and partner name in the file name.

When you open the form, you **MUST** answer both of the dropdown questions in addition to uploading the agreement document.

The agreement **WILL NOT** be further reviewed by the International Agreements Committee until it has been uploaded and both questions answered.



Open request

PHASE 2:

10. Once you and the partner have finalized the terms of the agreement, you will upload the unsigned agreement document (in PDF format with the agreement type and partner name in the file name) by clicking the blue "Open request" button. When you click the button, it will take you to the agreement upload page.

In addition to uploading the agreement document, you **MUST** answer the "Any part of the agreement in a foreign language?" and "What version of the agreement is being uploaded?" questions (see next two pages). If any part of the agreement you are uploading is in a language other than English (i.e., the partner has provided the agreement in their native language in addition to English), then you select "Yes" and "English + Foreign Language Agreement Uploaded". If the agreement is only in English, then you select "No" and "English Only Agreement Uploaded". Then, click the "Submit Update" button.

Update on Exchange Agreement with Walt Disney World

Dear Jane,

The proposed Exchange Agreement with Walt Disney World (IntlAgreement-0083-2022) has received phase 1 approval by the International Agreements Committee. You may now negotiate an agreement with your partner.

Once you and the partner have finalized the terms of the agreement, please upload the unsigned Exchange Agreement with Walt Disney World by clicking the "Open request" button below. The document should be in PDF format with agreement type and partner name in the file name.

When you open the form, you MUST answer both of the dropdown questions in addition to uploading the agreement document.

The agreement WILL NOT be further reviewed by the International Agreements Committee until it has been uploaded and both questions answered.

Agreement ID

IntlAgreement-0083-2022

Any part of the agreement in a foreign language?

What version of the agreement is being uploaded?

Attachments

 Exchange Agreement - Walt Disney World Japan.p...  x

Comments

Update on Exchange Agreement with Walt Disney World

Dear Jane,

The proposed Exchange Agreement with Walt Disney World (IntlAgreement-0083-2022) has received phase 1 approval by the International Agreements Committee. You may now negotiate an agreement with your partner.

Once you and the partner have finalized the terms of the agreement, please upload the unsigned Exchange Agreement with Walt Disney World by clicking the "Open request" button below. The document should be in PDF format with agreement type and partner name in the file name.

When you open the form, you MUST answer both of the dropdown questions in addition to uploading the agreement document.

The agreement WILL NOT be further reviewed by the International Agreements Committee until it has been uploaded and both questions answered.

Agreement ID

IntlAgreement-0083-2022

Any part of the agreement in a foreign language?

No

What version of the agreement is being uploaded?

English Only Agreement Uploaded

Attachments

 Exchange Agreement - Walt Disney World Japan.p...  x

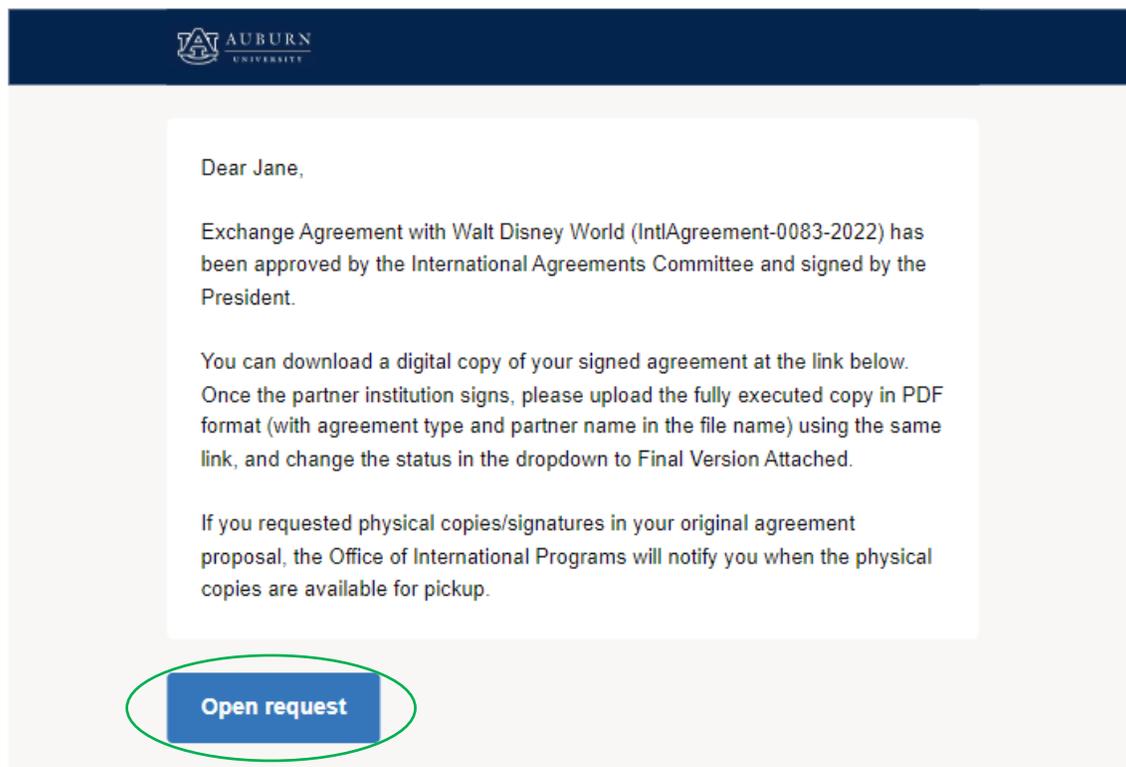
Upload Files

Comments

Add a comment

Submit Update

11. If you selected "Yes" and "English + Foreign Language Agreement Uploaded", then once you click the "Submit Update" button the agreement will be sent off to verify the translation, and then onto the International Agreements Committee for review. It will take up to one work week for the agreement translation to be verified, then another week for the International Agreements Committee to review it. Do not expect to be notified about the status of your agreement earlier than two weeks.
12. If you selected "No" and "English Only Agreement Uploaded", then once you click the "Submit Update" button, the agreement will be automatically sent to the International Agreements Committee for review. The committee members can either approve, reject or request additional information. If the agreement is **REJECTED**, you will receive a Smartsheet email notification like the one displayed on Page 4. If the agreement **REQUIRES ADDITIONAL INFORMATION**, you will receive a Smartsheet email notification like the one displayed on Page 4 - Requiring actionable steps by you!
13. If the agreement is **APPROVED**, the Office of International Programs will submit the agreement document to the President's office for signature. Once signed, the agreement document will be sent to you for partner signature(s), and you will receive a Smartsheet email notification like the one below. Be sure to pin/save this email so that after you download the Auburn signed copy and have the partner sign the agreement, you can upload the fully executed version.



14. When you first click the "Open Request" button, it will take you to a page that allows you to download the signed agreement (see below). To download, you simply select the arrow beneath the "Upload Files" button and click the agreement PDF, which will open the file in another tab for you to download.

At this time, you are NOT changing the "Final Status". Only after you have received the partners signature(s), will you revisit this page (remember to save the email), upload the fully executed version (with Auburn and partner signature) and change the "Final Status" dropdown.

**Signed Exchange Agreement
with Walt Disney World**

Dear Jane,

Exchange Agreement with Walt Disney World (IntlAgreement-0083-2022) has been approved by the International Agreements Committee and signed by the President.

You can download a digital copy of your signed agreement at the link below. Once the partner institution signs, please upload the fully executed copy in PDF format (with agreement type and partner name in the file name) using the same link, and change the status in the dropdown to Final Version Attached.

If you requested physical copies/signatures in your original agreement proposal, the Office of International Programs will notify you when the physical copies are available for pickup.

Final Status

Attachments

[Upload Files](#)

▼ 1 Attachment

 [Exchange Agreement - Walt Disney World Japan_AU Signed.pdf](#)

15. Once all parties have signed the agreement, go back to the email originally sent to you notifying you that the agreement was approved, signed by the President and available for download. Click the "Open Request" button, and NOW upload the fully

executed version (in PDF format) by clicking "Upload Files" and change the "Final Status" by selecting "Final Version Attached" in the dropdown. Once the fully executed agreement has been uploaded and the status changed, click the "Submit Update" button. See below.

Signed Exchange Agreement with Walt Disney World

Dear Jane,

Exchange Agreement with Walt Disney World (IntlAgreement-0083-2022) has been approved by the International Agreements Committee and signed by the President.

You can download a digital copy of your signed agreement at the link below. Once the partner institution signs, please upload the fully executed copy in PDF format (with agreement type and partner name in the file name) using the same link, and change the status in the dropdown to Final Version Attached.

If you requested physical copies/signatures in your original agreement proposal, the Office of International Programs will notify you when the physical copies are available for pickup.

Final Status

Final Version Attached

Attachments

Fully Executed Exchange Agreement - Walt Disne... ✓ x

Upload Files

▼ 1 Attachment

Exchange Agreement - Walt Disney World Japan_AU Signed.pdf

Send me a copy of my responses

Submit Update

This completes the process!

If you have any questions, please contact intlagree@auburn.edu.

