The International Memorandum of Understanding Review Committee is charged with facilitating proposed international agreements to ensure compliance with MU policy and procedures. This form is used to obtain basic information on the proposed collaboration, facilitate the review process and ensure appropriate approvals. The IMOU Review Committee can address two types of documents: memoranda of understanding and international agreements.

A **memorandum of understanding** is a simple, non-binding “friendship” agreement that is used when the university is first exploring the possibility of a relationship with a foreign entity. No university resources may be committed as a result of a simple memorandum.

**International agreements** are contracts that put in place a formal and legally binding document that protects and minimizes legal, financial and operational liability for the University of Missouri and its faculty members, postdoctoral appointments, students and staff. For any activity or relationship that requires the commitment of university resources, including staff, faculty, students, equipment, space or funding, an international agreement should be drafted.

Please provide the following information to the best of your availability. **All fields must be completed in detail and your planning form must be signed before it will be reviewed.**

# PART I: PARTNERS TO THE AGREEMENT

## Initiating MU faculty member

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Department: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

## Foreign partner institution information

Partner country: Click or tap here to enter text.

Partner city: Click or tap here to enter text.

Partner institution: Click or tap here to enter text.

Department: Click or tap here to enter text.

Contact name: Click or tap here to enter text.

Contact title: Click or tap here to enter text.

Contact email: Click or tap here to enter text.

# PART II: ABOUT THE PROPOSED COLLABORATION

1. This is a: [ ]  New IMOU/agreement [ ]  Renewal/revision of an existing IMOU/agreement
2. What are the proposed objectives and goals of this relationship? Please describe the potential benefits of this agreement to MU. (maximum 1,000 characters)

|  |
| --- |
| Click or tap here to enter text. |

1. Are there any **current** activities between MU and the foreign institution that this agreement is seeking to codify? If this is a renewal request, describe the existing partnership (when did it start, what activities or collaborations have originated from this partnership).

|  |
| --- |
| Click or tap here to enter text. |

1. Are there any MU faculty units or departments outside your own involved in this collaboration?

[ ]  No [ ]  Yes If yes, please list:

|  |
| --- |
| Click or tap here to enter text. |

1. List and describe the potential commitments of funding, space and other MU resources (e.g., personnel labor, offices, research laboratories and materials, equipment, library services, classrooms, etc.), you expect this agreement will require in the foreseeable future.

|  |
| --- |
| Click or tap here to enter text. |

1. List and describe the access to space and other resources at the partner institution provided to MU through this relationship.

|  |
| --- |
| Click or tap here to enter text. |

1. Do you anticipate sharing or developing any products, materials, inventions, publications, student coursework, curricula or any other intellectual property between MU and the foreign institution?

[ ]  No [ ]  Yes If yes, please list:

|  |
| --- |
| Click or tap here to enter text. |

1. MU accepts either digitally signed PDFs or printed, hand-signed originals in English. While MU’s preference is to use electronic versions of documents, our office will do our best to honor partner preference specific to formatting requests.

[ ]  Partner prefers an electronic version of the document.

[ ]  Partner prefers printed, hand-signed original version of the document: List number of copies required

[ ]  Partner will send originals [ ]  MU will print originals

Document language: [ ]  English only [ ]  Dual-language: List second language

List any other document formatting preferences from the partner (e.g., logos, etc.), if needed:

|  |
| --- |
| Click or tap here to enter text. |

# PART III: REQUIRED SIGNATURE

Please obtain approval from your MU dean prior to submission.

I have reviewed this agreement and am in full support.

|  |  |
| --- | --- |
| Dean’s name: | Click or tap here to enter text. |
| Academic division: | Click or tap here to enter text. |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SUBMIT COMPLETED FORM TO

**Mary Stegmaier, Ph.D.**

Vice provost for International Programs

Chair, IMOU Committee

N52 Memorial Union

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