

Simple Agreement Development and Review

for general agreements, exchange agreements, and others using standard forms

Part I: Notification of Intent

Originator submits
Notification of
Intent (NOI)



Dean's review



(If denied)
Originator
receives
notification



Office of the
Provost initial
review and
provisional
approval



(If denied)
Originator
receives
notification



Originator
provided with
templates and key
contacts for future
development, if
desired



Move to Part II

Part II: Agreement Development

Originator
prepares
Agreement



Originator submits
draft to Agreement
Administrator



Administrative
review as needed
(minimal,
especially if no
changes to
template)



Agreement
Administrator
obtains signatures



Finished
Agreement is
filed and
expiration or
renewal dates
tracked
electronically

Complex Agreement Development and Review

for dual and joint degrees, those that use university space, etc.

Part I: Notification of Intent

Originator submits
Notification of Intent
(NOI)



Dean's review



(If denied)
Originator
receives
notification



Office of the Provost
initial review and
provisional approval



(If denied)
Originator
receives
notification



Originator provided
with templates and
key contacts for
future
development, if
desired



Move to Part II

Part II: Agreement Development

Originator prepares
Agreement



Originator submits
draft to Agreement
Administrator



Originator presents
draft at Academic
Agreement and
Project Advisory
Group Meeting,
obtains feedback,
makes any revisions



Agreement
Administrator obtains
signatures



Finished Agreement
is filed and
expiration or
renewal dates are
tracked
electronically