**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

Office of the Provost initial review and provisional approval

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

Move to Part II

(If denied)
Originator receives notification

**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

Office of the Provost initial review and provisional approval

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

Move to Part II

(If denied) Originator receives notification

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