

## Submitting a Request for the David Geffen School of Medicine Dean's Approval for a Collaboration Agreement

A formal policy ("Policy 980") around international institutional agreements has been developed by the University [<http://www.adminpolicies.ucla.edu/APP/Number/980>]. The information below pertains to the development and approval of Collaboration Agreements (CAs).

A Collaboration Agreement is a legally binding agreement between UCLA and a foreign organization that provides a framework for a mutually beneficial academic and/or research exchange or other collaboration, and may involve a commitment of University resources (e.g., faculty or staff time, compensated faculty or staff time, financial arrangements to host conferences/meetings, intellectual property, etc). *Please note: A CA differs from a Memorandum of Understanding (MOU) because MOUs do not involve a commitment of University resources. Rather, an MOU describes a new or existing relationship where there is a mutual intent to explore a more specific relationship, likely involving a more detailed and binding agreement (such as a collaboration or affiliation agreement).* If an MOU better fits your needs, you can find the instructions and applications here:

[https://worldhealth.med.ucla.edu/files/view/MOU\\_Final\\_July2019.pdf](https://worldhealth.med.ucla.edu/files/view/MOU_Final_July2019.pdf)

Examples of CAs include, but are not limited to:

- exchange visits of scholars, researchers and/or administrators of UCLA and the foreign organization on an ongoing basis;
- exchange of academic or other research information and materials by the parties of the CA on an ongoing basis;
- the organization of joint conferences and/or symposia on an ongoing basis where funding or other resources are provided by UCLA, the foreign organization, or jointly;
- sponsorship programs that provide funding in support of collaborative research activities; and
- visiting faculty programs that provide teaching commitments.

CAs are not required for activities that have been vetted and approved by the Office of Contracts and Grants Administration (OCGA), such as for grants, cooperative agreements, contracts, and/or subawards.

The term of a CA is limited to no more than five years. If the intent is to renew the agreement, a request for renewal should be submitted at least 6 months in advance of the expiration of the term.

The Global Health Program has developed a process to support submission of CAs. CAs require initial approval by the Dean for all activities that fall under the David Geffen School of Medicine. After approval from the Dean, negotiation and approval for CAs takes place at the level of the UCLA International Institute. Once you have completed the tasks listed below, please submit your package of materials to Zoe Stathopoulos, Program Manager, Global Health Program [[ZStathopoulos@mednet.ucla.edu](mailto:ZStathopoulos@mednet.ucla.edu)].

**To request the Dean’s approval for submission of a Collaborative Agreement to the UCLA International Institute, please obtain the following:**

- 1. Approval from your Division Chief for the CA and its activities.** (*Note: this requirement is waived for those without a Division Chief who report directly to a Chair*) This can be provided in the form of a brief email exchange between you and your Division Chief or a brief letter to you from your Chief expressing support for the CA and the work outlined under the agreement.
- 2. Approval from your Department Chair for the CA and its activities.** As above, this can be provided in the form of a brief email exchange showing support for the CA or a brief letter expressing support for the CA.
- 3. Verification that the activities are not otherwise covered under the Office for Contracts and Grants (OCGA).** If the activities are covered under a grant, cooperative agreement, contract, or subaward that has been approved by OCGA, a CA is not required. Please note that the cover letter asks you to verify that the scope of work under the CA is not covered by an agreement under OCGA.
- 4. Completion of the CA Request Cover Letter**, which includes:
  - a. A brief summary of the scope of work under the requested CA
  - b. Completion of the checklist for Dean’s review
  - c. Signature attesting to the accuracy of the information provided and affirming you will submit a completion report at the expiration of the CA

**Once you have completed all steps above, please submit the CA Request (Cover Letter) with supporting materials (Chief and Chair approvals) to Zoe Stathopoulos, Program Manager, Global Health Program [ZStathopoulos@mednet.ucla.edu].**

We will make every effort to have Dean’s review within 14 days of submission. Once the Dean has approved moving forward with the CA, you will be contacted by our office and we will facilitate a connection to the UCLA International Institute. The final CA language and signature on the CA fall under the authority of the UCLA International Institute.

Should you have any questions or need assistance, please contact Zoe Stathopoulos [zstathopoulos@mednet.ucla.edu].

Sincerely,

Risa Hoffman, MD, MPH, Interim Director, Global Health Program  
Michael Burke, MHA, Executive Director, International Services