

International Agreements Matrix

Type of Agreement	Description	Prepared by	Review and Approve By	Signature Authority	Office of Record
Letter of Understanding/ Letter of Intent to Collaborate	<p><u>Objective:</u> document often used for signing ceremonies and/or to express intention to develop future relationship</p> <p><u>Characteristics:</u></p> <ul style="list-style-type: none"> involves one or more individual/department/program reflects intent to explore future relationship not legally binding 	Requester ¹	<ul style="list-style-type: none"> Requester¹ chair/director 	Requester ¹	Requester ¹
Memorandum of Understanding	<p><u>Objective:</u> document often used for signing ceremonies and/or to express intention to develop future relationship</p> <p><u>Characteristics:</u></p> <ul style="list-style-type: none"> involves one or more individual/department/program project-specific time-limited can be legally binding 	Requester using template	<ul style="list-style-type: none"> Requester¹ chair/director Office of Legal Affairs 	Requester ¹	Requester ¹
Professional Services Agreement	<p><u>Objective:</u> fee-for-service contract for specific services provided by UCSF</p> <p><u>Characteristics:</u></p> <ul style="list-style-type: none"> involves one or more individual/department/program project-specific time-limited legally binding 	Requester ¹ completes business contract request form	<ul style="list-style-type: none"> Requester¹ chair/director Dean or Vice Chancellor Office of Legal Affairs 	Office of Sponsored Research (Business contracts unit)	Office of Sponsored Research – CACTAS ²
Teaming Agreement	<p><u>Objective:</u> an arrangement between separate institutions to collaborate on a sponsored project.</p> <p><u>Characteristics:</u></p> <ul style="list-style-type: none"> involves one or more individual/department/program project-specific time-limited legally binding 	Requester ¹ with Office of Sponsored Research provided template	<ul style="list-style-type: none"> Requester¹ chair/director Dean or Vice Chancellor Office of Legal Affairs 	Office of Sponsored Research (Contracts & Grants Unit)	Office of Sponsored Research – CACTAS ²
Training Affiliation Agreement	<p><u>Objective:</u> commitment for training activities over extended period of time</p> <p><u>Characteristics:</u></p> <ul style="list-style-type: none"> institution-to-institution involves training activities only long-term (usually 5-year renewable terms) legally binding 	Requester using UCSF provided template	<ul style="list-style-type: none"> Requester¹ chair/director Dean or Vice Chancellor Office of Legal Affairs 	Dean or Vice Chancellor	Office of Sponsored Research - CACTAS ²

Institutional Affiliation Agreement	<u>Objective:</u> umbrella agreement for broad and significant collaboration over extended period of time <u>Characteristics:</u> <ul style="list-style-type: none"> • institution-to-institution • long-term (usually 5-year renewable terms) • anticipates sub-agreements for specific projects • legally binding 	Requester using UCSF provided template	<ul style="list-style-type: none"> • Requester¹ • chair/director • Dean or Vice Chancellor • Office of Legal Affairs 	<ul style="list-style-type: none"> • GHS Director • Executive Vice Chancellor 	Office of Sponsored Research – CACTAS ²
--	--	--	---	---	--

¹Requester can be individual (faculty, researcher), program, or department

²Centralized Agreement, Contact Tracking and Approval System (CACTAS)