**Work Flow of an International Institutional Affiliation Agreement (IIAA)**

**Renewal:** Original Unit initiates after checking with faculty originators

**New Proposal:** Faculty originators in 2 or more schools or institutes initiate expected broad collaboration using:
- within UCSF Authority Checklist
- within UCOP Authority Checklist

**Unit leadership Recommendation:**
2 or more Deans or Directors of Institutes consulting with their own faculty originators.

**UCOP or Regents decide**

**GBC (OSR) drafts IIAA using template & checks as needed:**
- other reviews
- existing collaborations with same organization
- International Affiliations Council advice

**ECVP approval**

**VC Finance**
-if resources involved

**International Affiliations Council advice or other reviews as needed**

**Within UCOP authority**

**Within UCSF authority**

**GBC coordinates signatures through Faculty Champion & Designated Administrator, and sends to EVCP for signature; then lists on EVCP website**

**Deans or Directors notify faculty originators of decision**

**Implementation by faculty originators**

**Submit via Docusign**

**Yes**

**No**

**MSO = Management Services Officer**
**GBC = Office of Government & Business Contracts within the Office of Sponsored Research**
**International Affiliations Council = representatives appointed by EVCP from EVCP team, legal, BCG, IGHS, IT, Compliance & Export Control**

* Refer general questions to your MSO or Department Administrator; consult GBC regarding signature authority: ORBusinessContracts@ucsf.edu

**Each group of faculty originators must have a Faculty Champion to shepherd this agreement from proposal or renewal through to implementation.**