### OVERVIEW

#### LEVEL OF APPROVAL

**UCOP** (UC Office of the President) approval is required for some types of international activities. Please see the **UCOP Checklist for International Affiliations** regarding details and explanation on the types of affiliations that require this higher level of UCOP approval.

**UCSF**-level approval can be obtained for International agreements when UCSF faculty, researchers, or educators have specific plans to collaborate with a foreign institution for academic purposes. These types of affiliations involve routine activities that are part of the course and scope of employment, education, and training of faculty, other academic appointees, students, and staff. Routine activities may include:

- collaborations between faculty and peers
- attendance at and participation in meetings and conferences
- cooperative study programs and student exchanges or study abroad
- training development programs
- faculty research and fieldwork
- undergraduate and graduate research and fieldwork
- scholarly, artistic, and cultural exchanges.

See this link for a full **policy explanation of UCOP international affiliation issues**

See this link for more on **UCSF** affiliation policy, in **Academic Administration Policy 100-10**

### TYPES OF UCSF AFFILIATION AGREEMENT

The **UCSF Office of Government and Business Contracts (GBC)** can help determine if an IIAA or an IUAA is appropriate.

- **UCSF Institution-wide International Institutional Affiliation Agreements (IIAAs)** are used when faculty from 2 or more UCSF schools or institutes have specific plans for large collaborations involving academic work with the same foreign institution. IIAAs may include but are not limited to student exchanges.

- **UCSF International Unit Affiliation Agreements (IUAA)**s are used for smaller collaborations when faculty in departments, schools, institutes or other units have specific plans for academic work affiliations with a foreign institution. IUAA may include but are not limited to student exchanges.

Both the IIAA and the IUAA – while providing mandatory UCSF language on intellectual property, insurance etc. – require additional specific agreement documents for each specific activity.

### UCSF APPROVAL PROCESS

For Faculty Champion working with his/her designated administrator (see details on next pages)

- Consult the appropriate IIAA or IUAA Workflow Chart
  
  1) **Faculty Champion** describes the Proposal Details as fully as possible
  
  2) **Faculty Champion** reviews relevant regulations and risks, with help from relevant UCSF offices
  
  3) **Faculty Champion** presents the proposal to unit or school leadership for approval
     - with your Department Chair or Chief
     - and with your Director or Dean if the agreement involves the whole campus, school, or institute
  
  4) **Faculty Champion** submits the Proposal Details using DocuSign, and includes the names of UCSF leadership giving approval
  
  5) GBC negotiates the affiliation
  
  6) GBC forwards agreement for UCSF leadership signature(s)
1) **Faculty Champion describes the Proposal Details (these will be submitted via DocuSign after leadership approval - see 3)**
   - Project title
   - Location (UCSF unit or campus-wide) proposing the project
   - UCSF Unit where the project will be administratively managed (e.g., school, department, Organized Research Unit, center, etc.)
   - Other UC locations or units involved
   - Project status (new; existing without formal affiliation; renewal)
   - Brief summary of the project, including expected outcomes
   - Type and number of individuals involved (e.g., faculty, graduate students, undergraduates, staff, non-UC participants)
   - Start date (tentative or confirmed) with standard 5-year end date
   - Name, title and email address of the UCSF Faculty Champion for the affiliation application
   - Name and email address of his/her UCSF designated administrator or MSO
   - Other responsible project leaders (names, titles, and email addresses) from each involved unit, and their unit location (e.g., school, department, Organized Research Unit, center, etc.)
   - Financial & resource commitments (e.g. the cost to the managing unit, whether one party is compensating the other for any purpose, space issues, etc.)
   - Foreign site partner(s) (e.g. universities, foreign governments, non-governmental organizations, etc.)
   - Name, title and email address of the Foreign Faculty Champion for the affiliation application
   - Other responsible project leaders (names, titles, emails) at the foreign site, and their unit location (e.g., school, department, Organized Research Unit, center, etc.)

2) **Faculty Champion reviews relevant regulations and risks with help from relevant UCSF offices**
   - Regulations including export/import control, technology transfer or other country information
     - [https://www.ucgo.org](https://www.ucgo.org)
     - [https://compliance.ucsf.edu/export-control](https://compliance.ucsf.edu/export-control)
   - High-risk travel designation by US State Department
     - [https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/)
   - Country sanctions placed by US government:
     - [https://www.treasury.gov/resource-center/faqs/Sanctions/Pages/faq_other.aspx](https://www.treasury.gov/resource-center/faqs/Sanctions/Pages/faq_other.aspx)

3) **Faculty Champion presents the proposal (and following issues) to unit or school leadership for approval**
   - with Department Chair or Chief
   - and with Director or Dean if the agreement involves the whole campus, school, or institute
☐ Academic justification and alignment with mission
☐ Anticipated benefits to UCSF and to project partners
☐ Support required in home or other academic units
☐ Institutional resources required and plan
☐ Any anticipated regulations or risks and need for further assessment during GBC negotiation
☐ Payment source if needed during affiliation processing (e.g. outside legal counsel, translation, etc.)

☐ Name(s) of UCSF leadership approving proposal____________________________________

4) Faculty Champion submits the Proposal Details using DocuSign and includes the names of UCSF leadership giving approval (see 3 above)

5) GBC negotiates the affiliation, and contacts the Faculty Champion and designated administrator as needed
   - if there are any additional costs to affiliation processing (e.g. certified translations or advice of outside counsel, etc.)
   - for assistance in obtaining signatures of foreign leadership

6) GBC forwards agreement for UCSF leadership signature(s)