

**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 type 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 (IUAAAs)** 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. IUAAAs 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 the Faculty Champion working with his/her designated administrator:

- Consult the appropriate IIAA or IUAA Workflow Chart
  - 1) **Faculty Champion** completes the [International Activity Proposal form](#) (this will be submitted via DocuSign after leadership approval – see DocuSign instructions on the following page)
  - 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 using DocuSign, routing the document to the appropriate UCSF leader(s) for their approval
  - 5) After UCSF leadership has approved the proposal, 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)

## Instructions for DocuSign

### For the Faculty Champion:

To sign the completed [International Activity Proposal form](#) as the Faculty Champion using DocuSign:

1. Log in to [DocuSign](#) using MyAccess credentials.
2. Once you have logged in, you will be directed to the DocuSign homepage.
3. Select **New**, then choose **Sign a Document** on the drop-down menu.
4. On the **Sign a Document** screen, select **Upload**. Select the proposal file on your computer and upload. (troubleshooting: to replace, download, rename, delete, or view the uploaded document, select the three dots to the right of uploaded document name)
5. Once the file has uploaded successfully, select **Sign**.
6. You will be directed to a **Please Review & Act on These Documents** webpage. Select **Continue**.
  - a. While working on this part of the process, at the top right of the webpage, you may select the **Other Actions** drop-down menu and choose **Finish Later** to finish your work in multiple sessions.
7. To format the proposal for your signature, scroll to page 4 of the proposal.
8. From the left panel, drag and drop a **Signature** field to the Faculty Champion Signature line item.
9. From the left panel, drag and drop a **Date Signed** field to the Date line item.
10. Select **Finish**.
11. On the **Sign and Return** pop-up window, select **No Thanks** at the bottom.
12. You will return to the **DocuSign Inbox**, where your signed document will be a new record.

To route the completed proposal (already signed by the Faculty Champion) for additional signatures using DocuSign:

Find the proposal:

If you used DocuSign to sign the proposal, and it is in your DocuSign Inbox:

1. On the proposal's line item, select the **Move** drop-down menu arrow and choose **Forward**.

If you signed the proposal outside of DocuSign:

1. Log in to **DocuSign**.
2. Select **New**, then choose **Send an Envelope**.
3. Select **Upload** – select the proposal file on your computer and upload.

Format for signature and route the proposal to the Immediate Supervisor, other leaders, and the Government & Business Contracts (GBC) unit in the Office of Sponsored Research:

1. Scroll down to **Add Recipients to the Envelope**.
2. Enter the name and email address of your Immediate Supervisor for this activity. The **Needs to Sign** option is selected as a default – this is correct.
  - a. To add additional signatures for multi-unit, School, or Center affiliations: Select the checkbox "Set signing order." Add each additional leader by selecting **Add Recipient** in the order of signing. Enter each leader's name and email address. The **Needs to Sign** default option is correct.
3. Add GBC administration as a "CC" by selecting **Add Recipient**.
4. Enter "Government & Business Contracts" as the name and [ORbusinesscontracts@ucsf.edu](mailto:ORbusinesscontracts@ucsf.edu) as the email address.
5. Select the **Needs to Sign** drop-down menu arrow and choose **CC Receives a Copy**.

6. Scroll down and enter **Email Subject** (suggested text): “Please DocuSign International Activity Proposal.”
7. Select **Next**.
8. Scroll to page 4 of the proposal.
  - a. While working on this part of the process, at the top of the webpage, you may select the **Actions** drop-down menu to **Save and Close**, **Discard**, or change the message and recipients.
9. At the top of the left panel, you will see the name of your Immediate Supervisor selected. Drag and drop the **Name**, **Signature**, and **Date Signed** fields to the Immediate Supervisor line items in the Leadership Approval section.
10. For the Division or Department (or School or Center) line item, scroll down in the left panel and drag and drop a **Text** field. Type in the appropriate division or department (or School or Center) using the right column “**Add Text**” box.
11. To format additional leadership approval lines, select the **recipient name** drop-down menu arrow at the top of the left panel and select the next name to add fields as necessary.
12. You may preview the formatted proposal using **Recipient Preview**. You may select different recipient views using the **recipient name** drop-down menu.
13. Once you have successfully prepared the proposal for signature, select **Send**.

For questions about this DocuSign process, please write [executivevicechancellor@ucsf.edu](mailto:executivevicechancellor@ucsf.edu).

Revd July 24, 2019