Routing Sheet Instructions – Institutional Partnerships

Principal UA Contact: Provide the requested information regarding the individual with primary responsibility for the activities outlined in the IMOA.

Agreement Status: Check whether this agreement is new, a continuation of a prior agreement that has expired or will expire, or an addendum to an existing agreement.

Duration of Agreement: Note the IMOA’s period of validity.

Activities Involved: Check appropriate activities involved in the IMOA. If activities other than those listed are to be covered by the IMOA, attach a supplemental sheet describing the activity(ies).

Other UA Units Involved: If this agreement will involve faculty or resources of university units, please list them here.

Student Exchange Balance: If the agreement includes the renewal of a student exchange component, please include the current student exchange balance of numbers for both inbound and outbound mobility.

Partner Institution(s) Named in the Agreement: List all institutions, aside from The University of Arizona, who are parties to the agreement.

Country(ies) Represented: List all countries, other than the United States, represented by the institutions named in the agreement.

Research and Activity Description: Please include a brief summary of the research collaboration that will take place through this collaboration. This information will also be added to the online International Partner Institutions Database.

Approvals: The principal UA contact signs the Routing and Approval Sheet and then obtains the signatures of the reporting Department Head or Director and the responsible Dean. The Routing and Approval Sheet is then directed to the Office of Global Initiatives for final review and preparation for signatures. An electronic version of the IMOA in each language in which it exists must also be sent to imoa@email.arizona.edu so original documents can be printed.

If the IMOA meets legal and contractual requirements, Global Initiatives will sign and complete the routing process by sending it to the Associate Vice President for Research and Dean of the Graduate College. This approval is required for all agreements that contain research collaboration, faculty exchange, and/or graduate student exchange components. After this approval is obtained, the agreement will be forwarded to the Office of the President of The University of Arizona for review and signature.

Signed Documents: When all of the original IMOAs have been signed, they will be returned to the Office of Global Initiatives. The Office of Global Initiatives will distribute final, fully-signed copies of the IMOA to appropriate administrative units and send one original to the partner institution for their records. The Arizona Board of Regents requires IA to keep all original IMOAs on file.