

# Cal Poly Pomona

## International Agreement Proposal Form

If you have supporting documents or further descriptions that do not fit on this form, please send with form as attachment/s.

### I. AGREEMENT SPONSORSHIP

#### CPP faculty/administrator proposing this agreement:

Name:

Position/Title:

College/School:

Department/Division:

CPP Email:

Office Phone:

#### CPP point of contact for questions regarding this proposal if different from individual named above:

Name:

Position/Title:

College/School:

Department/Division:

CPP Email:

Office Phone:

### II. ACTIVITY DESCRIPTION:

#### Is this a new agreement or renewal of an existing agreement?

- ☐ New agreement or activity  
Renewal, modification, or addendum to an existing agreement  
All required reports have been sent to the International Center and justify renewal  
Follow-on agreement to an initial agreement (e.g. pursuant to an umbrella MOU)

#### Indicate the general form(s) of cooperation contemplated by this agreement (mark all that apply):

Joint research activities, publications and library exchanges;  
Exchange of invitations to scholars for lectures, talks, and sharing of experience;  
Exchange of invitations to scholars to participate in conferences, colloquia and symposia;  
Exchange of information in fields of interest to both parties  
Exchange of faculty for teaching  
Exchange of students for study  
Exchange of faculty for research  
Exchange of students for research  
Exchange of materials, data, or patents/inventions/technologies  
Other (please describe)

#### Will activities contemplated by this agreement require any of the following (mark all that apply):

Intellectual property or licensing terms  
Sharing of information, data, technology, business proprietary, human subjects or other sensitive data  
Establishing a legal presence outside the U.S.  
Clinical work - observation and treatment of patients  
Shipment/transmission (e.g. via email) of research materials, equipment, or technical data outside the U.S.  
Leasing of office space  
Do not know or not yet determined  
None of the above

**Indicate the desired outcome of this proposal:**

General MOU (no intent to legally bind either party to any terms of agreement)  
Student Exchange Agreement  
Faculty/Staff Exchange Agreement  
Research Agreement  
Exchange of materials, data, or potentially patentable ideas  
Other (please describe)

**Anticipated Term of Activity** (standard term for MOUs and Agreements is 5 years)

Start date:

End date:

**III. COLLABORATING INSTITUTION OR ENTITY**

Name of Institution/Entity:

Sponsoring Division/Unit:

Country:

Website:

Contact Person:

Position/Title:

Email:

Office Phone:

**IV. DETAILS OF COLLABORATION**

1. Briefly describe why this institution/entity was selected for collaboration and its specific strengths. How will this agreement benefit CPP and your unit?
2. Briefly describe any previous and/or current collaboration(s) or agreement(s) between your unit and this institution and outcomes achieved per this linkage.

3. Provide a brief summary of the proposed activity including expected outcomes and potential participants. Describe the current status/stage of these discussions.
4. What university resources and/or specific funding will be required to carry out the proposed activity?
5. If this is a renewal of an existing partnership, briefly discuss the outcomes achieved over the term of the agreement and evaluate the extent to which the purpose of the agreement was met.
6. Is there any other relevant information that you believe will be helpful for assessing the IA proposal?

**V. AGREEMENT ENDORSEMENTS (Required) – please print form and obtain written signatures**

Faculty/Administrator Sponsor

Date:

Chair/Director/Associate Dean

Date:

Dean

Date:

**Submit the completed proposal to the International Center with required signatures to:**

Matthew Walters  
Director, International Center  
[mwalters@cpp.edu](mailto:mwalters@cpp.edu)  
(909) 869-4338