Attachment IV

Request for Additional Action to Existing MOU or IA

If continuing the agreement: Have you attached a copy of the revised MOU or IA to this checklist? Yes\No

If continuing the agreement: Have potential export control issues been mitigated or eliminated through discussion with the Office of Research Compliance? Yes\ No

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Texas State Institutional Representative

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Department |  |
| Email |  |
| Phone |  |
| Campus mail |  |

Existing MOU or IA

|  |  |
| --- | --- |
| Title/Entity |  |

Action Requested (check and complete one or more sections as needed)

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| 1. Extend the duration of existing MOU or IA

Evidence of success with existing agreement: Plans for the future: *Attach copy of document with track-changes and/or written edits* |
| 2. Add substantive addendum to existing MOU or IAEvidence of success with existing agreement: Plans for the future: *Attach copy of document with track-changes and/or new addendum* |
| 3. Make minor edits to existing MOU or IARationale for edits: *Attach copy of document with track-changes or written edits* |
| 4. Terminate existing MOU or IARationale for termination:Perspective of international partner: Date of termination: *Attach copy of communication with partner, if available* |

Routing and Required Signatures

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| Signature and Approval (Department Chair/Director) Date |
| Signature and Approval (Academic Dean) Date |
| Signature and Approval (Director, International Office) Date |
| Signature and Approval (Director, Study Abroad, if applicable) Date |
| Signature and Approval (TSUS General Counsel) Date |
| Signature and Approval (Graduate College Dean, if applicable) Date |
| Signature and Approval (Assistant VP for Research) Date |
| Signature and Approval (Associate VP for Academic Affairs) Date |
| Signature and Approval (Provost and VP for Academic Affairs) Date |
| Remember to:* Complete all relevant sections
* Attach required documents
* Obtain signatures in the routing order and forward to the next office
* Retain a copy for your records
* Contact the International Office for any questions (512-245-7966) or email internationalagreements@txstate.edu

Note: The use of courier services such as FedEx, DHL or other similar services is strongly recommended when sending IAs to international institutions. The Texas State college, department or office initiating the IA is responsible for costs associated with the use of courier services for this service.  |