Attachment II

International Inter-Institutional Memorandum of Understanding (MOU) Checklist

Have you attached a copy of the MOU to this checklist? Yes/ No

Have potential export control issues been mitigated or eliminated through discussion with the Office of Research Compliance? Yes/ No

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

Texas State representative requesting this MOU

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

|  |  |
| --- | --- |
| Person to whom you directly report |  |

Contact information of the university representative at Texas State (complete only if different than information provided above)

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

Information related to the international institution, governmental agency, or non-governmental agency

|  |  |
| --- | --- |
| Name of Institution |  |
| Address |  |
| Number of students enrolled annually |  |
| Academic ranking or quality |  |
| Mission statement |  |
| General description and relevance or purpose in the home country (50 words or less) |  |

|  |  |
| --- | --- |
| Sub-unit, if any, within the corresponding international entity (school, department, etc.) |  |

|  |  |
| --- | --- |
| Website address of international entity or entities |  |

|  |  |
| --- | --- |
| Rationale for the proposed MOU at Texas State (How will the MOU contribute to the strategic plans of the department, college, and university?) |  |

|  |  |
| --- | --- |
| Indicate why you chose this international entity as a prospective partner for a future international agreement (IA). |  |

Executive officer who is authorized to sign the MOU on behalf of the international entity

|  |  |
| --- | --- |
| Name |  |
| Title |  |

Contact information of the coordinator who facilitates the MOU process at the international entity (the director of an office analogous to the International Office at Texas State)

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Department |  |
| Phone |  |
| Mailing address |  |

Is this person responsible for obtaining a signature for the MOU? Yes No

Contact information of the university representative at the international institution, if identified

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Department |  |
| Phone |  |
| Mailing address |  |

Is this person responsible for obtaining a signature for the MOU? Yes No

Person who is responsible for obtaining a signature for the MOU (if not indicated above)

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Department |  |
| Phone |  |
| Mailing address |  |

Routing and Required Signatures

|  |
| --- |
| Signature and Approval (Department Chair/Director) Date |
| Signature and Approval (Academic Dean) Date |
| Signature and Approval (Director, International Office) 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.  |