

International Agreements Matrix

Type of Agreement	Description	Prepared By	Review and Approve By	Signature Authority	Office of Record
Letter of Understanding	Objective: one-page document often used for signing ceremonies Characteristics: <ul style="list-style-type: none"> involves one or more departments/programs reflects intent to explore future relationship not legally binding 	requester ¹	<ul style="list-style-type: none"> requester chair/director 	requester	requester
Letter of Intent to Collaborate	Objective: short-term document expressing intention to develop formal relationship Characteristics: <ul style="list-style-type: none"> involves one or more departments/programs anticipates long-term relationship broad ideas for future collaborations 1 year term not legally binding replaces Memorandum of Understanding 	requester	<ul style="list-style-type: none"> chair/director Global Health Sciences Office of Legal Affairs 	<ul style="list-style-type: none"> dean Global Health Sciences 	<ul style="list-style-type: none"> original to requester copy to Global Health Sciences
Professional Services Agreement	Objective: short-term fee-for-service contract for specific services provided by UCSF Characteristics: <ul style="list-style-type: none"> involves one or more departments/programs service-specific includes scope of work and deliverables up to 2 years legally binding 	requester and Office of Legal Affairs	<ul style="list-style-type: none"> chair/director Office of Legal Affairs 	<ul style="list-style-type: none"> dean 	<ul style="list-style-type: none"> original to requester copy to Global Health Sciences
Project Agreement	Objective: short-term contract for partnership funded by internal UCSF source or partner Characteristics: <ul style="list-style-type: none"> involves one or more departments/programs project-specific time-limited legally binding 	requester	<ul style="list-style-type: none"> chair/director Global Health Sciences Office of Legal Affairs 	<ul style="list-style-type: none"> requester chair/director dean 	<ul style="list-style-type: none"> original to requester copy to Global Health Sciences
Collaboration Agreement	Objective: short-term contract for project funded by external sponsor and not UCSF or partner Characteristics: <ul style="list-style-type: none"> involves one or more departments/programs project-specific time-limited may function as subcontract under International Affiliation Agreement includes scope of work and deliverables legally binding 	requester and Office of Sponsored Research	<ul style="list-style-type: none"> chair/director Industry Contracts Division, Office of Sponsored Research Contracts and Grants Division, Office of Sponsored Research 	<ul style="list-style-type: none"> chair/director Office of Sponsored Research 	<ul style="list-style-type: none"> original to Office of Sponsored Research copy to Global Health Sciences
International Training Affiliation Agreement	Objective: commitment for training activities over extended period of time (usually maximum 5-year renewable terms) Characteristics: <ul style="list-style-type: none"> involves training activities only long-term, ongoing legally binding 	requester	<ul style="list-style-type: none"> chair/director dean Global Health Sciences Affiliations Committee 	<ul style="list-style-type: none"> Executive Vice Chancellor and Provost Senior Vice Chancellor-Finance and Administration 	Global Health Sciences
International Affiliation Agreement	Objective: umbrella agreement for broad and significant collaboration over extended period of time Characteristics: <ul style="list-style-type: none"> institution-to-institution level long-term (usually 5-year renewable terms) anticipates sub-agreements for specific projects legally binding 	requester	<ul style="list-style-type: none"> chair/director dean Global Health Sciences Affiliations Committee Academic Senate 	<ul style="list-style-type: none"> Executive Vice Chancellor and Provost Senior Vice Chancellor-Finance and Administration 	Global Health Sciences

Contacts that Appear in the Matrix:

- Academic Senate: <http://ucsf.edu/senate/>
- Contracts and Grants Division, Office of Sponsored Research: Joan Kaiser joan.kaiser@ucsf.edu
- Industry Contracts Division, Office of Sponsored Research: Erik Lium erik.lium@ucsf.edu
- Office of the Executive Vice Chancellor and Provost: Wanda Ellison-Crockett wanda.ellisoncrockett@ucsf.edu
- Office of Legal Affairs: Greta Schnetzler gschnetzler@legal.ucsf.edu
- Office of the Senior Vice Chancellor-Finance and Administration: Jocelyn Nakashige jocelyn.nakashige@ucsf.edu

¹ Individual, department, or program