GUIDELINES FOR PROPOSALS

CRITERIA FOR MOUS INVOLVING INTERNATIONAL ACTIVITY
In order for agreements to gain approval from the University, each agreement needs to meet the following criteria:

• Contribute to the development of intellectual capital (through research and teaching) here on the Brown campus
• Strengthen the university's strategic initiatives (e.g., environment, public health, economic development, etc. as described in the recent Strategic Plan, "Building on Distinction")
• Enhance the university's reputation and visibility both abroad and here in the U.S.
• Generate significant resources for the university so that it can better fulfill its mission
• All MoUs are to meet criteria that align with the University’s strategic plan

Should the proposed international collaboration meet the above criteria, the next step is for Brown faculty is to submit a proposal for collaboration.

PROPOSALS FOR COLLABORATIONS

I. Substantive Description of the Program

All faculty members proposing an international agreement should prepare a proposal including responses to the following:

1. Describe the academic relationship envisioned.
2. Describe the academic benefits to both institutions.
3. List the faculty sponsors (name, title and contact information) at both institutions.
4. List the responsible officers (name, title and contact information) at both institutions.
5. Describe the levels of interaction envisioned. Please specify if it involves faculty, post-docs, graduate students, undergraduates (or all of the above), and if it is focused on teaching, research or both.
6. State the anticipated duration (semester, year, etc.) of exchanges.
7. Describe how costs (including tuition, living expenses, health insurance) will be covered. Note that Brown’s agreements normally follow a “home tuition model” in which the student pays tuition to the home institution.
8. If the sponsoring government or institution is paying stipend or other costs, please provide the amount. Note that students and scholars coming to Brown from overseas must demonstrate a specified level of financial support; this amount is established annually and can be clarified in consultation with the Office of International Student and Scholar Services (OISSS).
9. Describe any special health and safety considerations that may pertain to the program destination.
10. Describe the outcome(s) envisioned. Typically, students involved in international exchange receive academic credit but not a degree from the host institution.

II. Procedural Steps for Review of the Program

Faculty wishing to propose a new program should first submit a written proposal that responds to the questions in Part I above. This proposal should be submitted by email Word attachment. Any draft MOU or letters of interest from the partner institution may also be attached (but are not required).

If proposing a collaboration with an institution in the Americas, Asia, the Middle East or Oceania, please send proposals to Diana Perdomo at Diana_Perdomo@Brown.edu.

If proposing a collaboration with an institution in Brazil, Africa or Europe, please send proposals to Christine Sprovieri at Christine_Sprovieri@Brown.edu.

Once reviewed by the Office of Global Engagement, proposals will be sent to the following offices for feedback:

1. Relevant department chair(s)
2. Dean of the College, if it pertains to undergraduate education (Maud Mandel)
3. Office of International Programs, if it pertains to undergraduate study abroad and overseas experiences (Kendall Brostuen)
4. Dean of the Graduate School, if it pertains to graduate education (Peter Weber)
5. Dean of the Faculty, if it pertains to faculty exchanges or other faculty matters (Kevin McLaughlin)
6. Vice President for Research, if it pertains to research collaborations (David Savitz)

After initial review, the proposal will also be reviewed by:

1. Office of International Student and Scholar Services (Elke Breker)
2. General Counsel’s Office (Michael Grabo)

Note:

- Any draft MOU submitted will be vetted by the General Counsel’s Office and revised as necessary to comply with Brown’s policies for legal agreements.
- Proposals for joint graduate degrees will also require a separate proposal that is reviewed by the Graduate Council, and then (if approved) in sequence by the APC, Faculty and Corporation.

III. Criteria for Review of New Agreement Proposals

Proposals will be assessed in line with the following criteria:
1. Academic Criteria

- It is established that Brown students/researchers studying abroad will go through the current departmental and other procedures for approval of credit, time away from campus, etc.
- There is a competitive selection process for visiting students if they will be taking credit-bearing courses
- The proposal is sponsored by Brown departments that have expertise in the area, including commitment from a Brown faculty member for supervision
- There is a recommendation from the partner institution(s), including the visiting student/researcher’s supervisor, for students and researchers coming to Brown

2. Administrative Criteria

- The proposal clarifies the ways in which the partnership will add value to Brown and its objectives for international partnerships, and lays out specific goals/deliverables
- There is departmental sponsorship of the program
- Responsibility is clarified for admissions decisions, academic supervision, collaborative research, funding sources, fee structure, visa, health insurance, travel, housing and other logistical issues
- Sunset provisions are included in the MOU that build in a process of evaluation and review

3. Financial Criteria:

- Adequate funding will be provided by student or outside sources.