Process for establishing new and renewing international collaborations

Faculty wishing to propose a new or renewed international collaboration need to submit a cover memo (please see template below) to Shaira_Kochubaeva@brown.edu addressing the requested information outlined under Required Materials below. A draft agreement from the collaborating institution may also be attached (but it is not required).

Criteria — To ensure that international agreements align with institutional strategic priorities and contribute to established university initiatives, each proposal should address how the collaboration would accomplish the following:

● Align with Brown University’s strategic initiatives as described in Building on Distinction, e.g. environment, public health, economic development, etc.;
● Advance Brown’s reputation and visibility both abroad and in the U.S.;
● Contribute to the development of intellectual capital (through research and teaching) on the Brown campus; and
● Generate resources for Brown University so that it can better fulfill its mission.

Required Materials — please submit a cover memo to the Office of Global Engagement (OGE) addressed to the Provost and Assistant Provost for Global Engagement with CC to Associate Director for Global Engagement providing the following:

1. How the proposed international collaboration aligns with Brown’s strategic priorities Building on Distinction, as well as those of the department/center/institute;
2. The scope of work to be undertaken by both institutions and proposed activities;
   a. Specify if the linkage involves faculty, post-docs, graduate students, undergraduates (or all of the above), and if it is focused on teaching, research, or both;
   b. If the collaboration has a revenue-generating component or involves financial transactions, please explain;
   c. Please state the anticipated duration (semester, year, etc.) of the collaboration, including sunset provisions and list the faculty coordinator(s) (name, title and contact information) at both institutions, as well as the responsible officer/signatory (name, title and contact information) at the international institution;
3. The desired outcome(s) and potential impact; and
4. For existing international agreements renewal requests only, a brief activity report (max 2 pages) that includes:
   a. level of activity (e.g. faculty mobility, student mobility, teaching, research, etc.) undertaken to date;
   b. funds (if applicable) spent to date and how;
   c. benefits realized by the department/center/institute as a result of the existing agreement;
   d. continuation/expansion plans (e.g. do you believe other units would benefit from engaging from this partner or collaborating institutions, if so please list departments/units).

Optional Materials—if applicable, please include the following as appendices:

1. Any correspondence (e.g. emails, support letters, etc.) you have had internally within Brown as well as with international constituents to support the information included in the proposal;
2. If the proposed collaboration includes student or scholar mobility, please provide the following:
   a. Admission decision/criteria and/or selection process (for credit-bearing courses); academic supervision details; information on collaborative research; funding sources and fee structure; and visa, health insurance, travel, housing, and other logistical information;
   b. An explanation of procedures for approval of credit, time away from campus, etc.;
   c. A reference from the collaborating institution, including the visiting student/researcher’s supervisor, for students/researchers coming to Brown; and
   d. If the partner or collaborating institution is paying a 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).
3. For proposals involving international collaborations related to global health and medicine please refer to Establishing International BIOMED collaborations document for requirements.
4. In addition to following these guidelines, proposals for joint graduate degrees must undergo a separate proposal process that is conducted by the Graduate Council. A subsequent review will also be conducted by the Academic Priorities Committee (APC), Faculty, and Corporation.
Once the Office of Global Engagement (OGE) receives a memo from the Brown faculty member or department proposing a new or renewed agreements, the OGE follows the established review and vetting process below.

**Step 1: Memo Submission and Provost Review**

- Faculty member or department submits cover memo and draft agreement (if any) to OGE
- OGE reviews the memo, screens the entity through Visual Compliance and shares the memo with the Provost for initial approval
- Once the Provost reviews the memo, OGE communicates approval and/or feedback for recommended changes to the faculty or department and will share a template agreement, if needed

**Step 2: Draft Agreement Review**

- When faculty or department submit draft agreement, OGE reviews and shares the draft agreement with relevant units and sends back to department for final review/clarification, as needed
- OGE shares the revised agreement with the Office of the General Counsel (OGC) for review
- International institutional collaborator reviews and approves agreement

**Step 3: Finalizing the agreement**

- OGC finalizes agreement; OGE requests signature from the Provost
- OGE sends agreement to department to liaise with international collaborator for signature
- International collaborator returns signed agreement to OGE and agreement is fully executed (each institution maintains copy of the original agreement)
TO: Richard Locke, Provost  
Asabe Poloma, Assistant Provost for Global Engagement  
FROM: [Name and title]  
DATE: [MM/DD/YEAR]  
RE: [Name of the proposed collaboration]

1. Please describe how the proposed international collaboration aligns with Brown’s strategic plan Building on Distinction, as well as of the department/center/institute;

2. Please describe the scope of work to be undertaken by both institutions and proposed activities;  
a. Specify if the collaboration involve faculty, post-doc, graduate students (all of the above); and if it is focused on teaching, research, or both  
b. Describe any financial transactions/commitments by either side  
c. State the anticipated duration of the collaboration, including sunset provisions; list the faculty coordinator(s) (name, title and contact information) at both institutions, as well as the responsible officer/signatory (name, title and contact information) at the international institution.

3. Please state the desired outcome(s) of and potential impact anticipated from the collaboration;

4. Provide any other relevant information.

Thank you for your consideration.

Sincerely,

[Signature, name and title]

CC: Shaira Kochubaeva, Associate Director for Global Engagement