UCIS @ Faculty Senate:
International Partnerships
Processes & Platform

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Associate Director for International Programs

GLOBAL GOALS

1 PITT to the WORLD the WORLD to PITT

Connect our domestic and international pursuits to generate synergies that help strengthen our communities

2 GLOBAL READY

Cultivate globally capable and engaged students toward lives of impact in their communities and beyond

3 GLOBAL IMPACT

Convene a global community of researchers that advances our frontiers of knowledge and tackles real-world problems

4 GLOBAL OPERATIONS SUPPORT

Rewire and improve our infrastructure to streamline, facilitate, and expand engagement with the world

PITT to the WORLD
the WORLD to PITT

Connect our domestic and international pursuits to generate synergies that help strengthen our communities

Partnering for Global Success

- Coordinate Strategies
- Establish Processes & Systems
- Support Faculty & Administrators

Partnering for Global Success

We have a unique opportunity to realize our global potential as a **COMPREHENSIVE UNIVERSITY** with the capacity to not only sustain strong teaching, research, public service, and entrepreneurial relationships abroad, but also to **BRING THE WORLD TO PITTSBURGH and WESTERN PENNSYLVANIA.**

Mutually Beneficial

Impactful & Sustainable

Multi-Level Approach

GLOBAL OPERATIONS SUPPORT

Rewire and improve our infrastructure to streamline, facilitate, and expand engagement with the world

Centralizing Support for International Activities

Global Affairs Hub

- Global Operations Website and Toolkit
- Global Vendor Network
- Travel Management and Assistance
- Global Operations Support (Global Concierge)
- Partnerships Support System
- Database of International Experts

Global Operations Support

globaloperations.pitt.edu

International Partnership Agreements:

Agreement Generation & Workflow

ECTEON
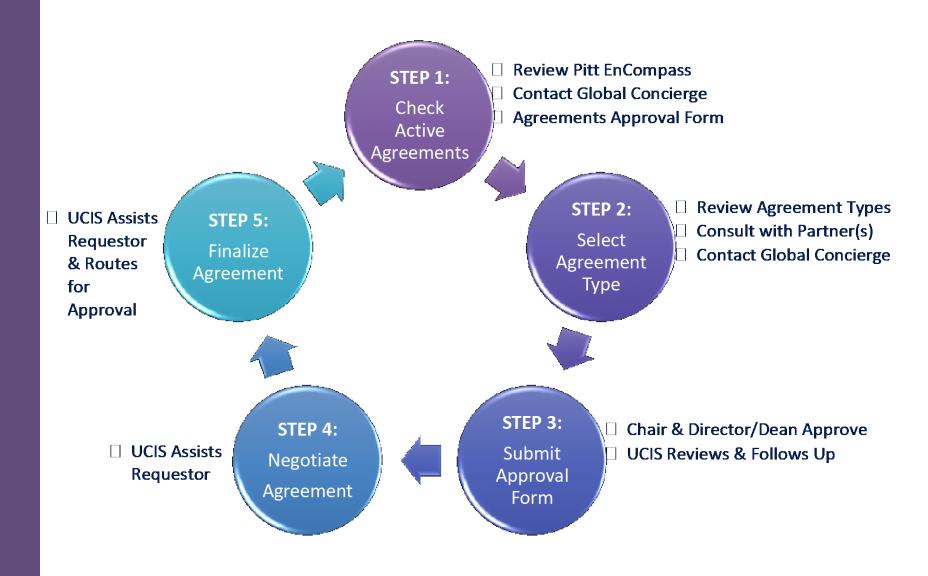
Contraxx Enterprise
Contract management system

- Supports online agreement generation & approval process

- Tracks workflow from approval form through completion and beyond
  - Monitor progress
  - Communication
  - Signatures

- Document repository

- Data analytics

International Partnership Agreements:

Approval Process

STEP 1:
Check Active Agreements
- Review Pitt EnCompass
- Contact Global Concierge
- Agreements Approval Form

STEP 2:
Select Agreement Type
- Review Agreement Types
- Consult with Partner(s)
- Contact Global Concierge

STEP 3:
Submit Approval Form
- Chair & Director/Dean Approve
- UCIS Reviews & Follows Up

STEP 4:
Negotiate Agreement
- UCIS Assists Requestor

STEP 5:
Finalize Agreement
- UCIS Assists Requestor & Routes for Approval

encompass.pitt.edu

Step 1:

Check Active Agreements

http://globaloperations.pitt.edu/contact/

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Global Operations Support Manager

Often the first point of contact in answering questions about global operations is the **Global Operations Support Manager**. A key responsibility of this individual is helping faculty and staff develop solutions to problems and issues in doing business abroad. The Support Manager does this by working with faculty and staff and connecting them to appropriate business offices across the University. The Support Manager also helps units navigate payments and reimbursement for international guests on short term visits to the University (for example, a speaker from abroad giving a lecture in a department).

Submit an Inquiry

Your Name (required)

Your Email (required)

Your Phone (required)

Your Department (required)

Your Message

Support Manager

Ian McLaughlin

Hours of Operation

Monday - Friday 8:30am-5pm

Contact Us

globalsupport@pitt.edu
Phone: +1 412-624-0125
Fax: +1 412-624-4672

Step 1:

Check Active Agreements

http://globaloperations.pitt.edu/institutional-collaboration/

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International Partnership Agreements

If you are already familiar with the new process for requesting an International Partnership Agreement, you can access the Partnership Agreement Request Form directly.

View Agreement Request Form

The University partners with academic institutions across the globe to expand curricular offerings, research, and intercultural opportunities for mobility of students and faculty. University of Pittsburgh Policy 02-01-05 was created to provide a mechanism for initiating, amending and/or renewing international agreements. The University's process for establishing agreements with international institutions exists to protect the interests of faculty and units working to establish linkages and the University overall. The policy governs agreements having the following characteristics:

...any agreement 1) between the University of Pittsburgh and one or more foreign governments and/or universities or other organizations domiciled outside the United States, regarding the use of this University's faculty, student, library or other research or instructional resources within the United States or 2) that commits the University of Pittsburgh to the deployment of faculty, student, library or other research or instructional resources outside of the United States.

Faculty and administrators considering an international inter-institutional agreement should follow the steps listed below.

Step 1: Check Active Agreements

Before concretizing commitments with potential partners, it is important to determine whether the University currently holds an active agreement with the proposed partner institution. UCIS currently tracks all active international agreements; for a list of existing agreements with a particular institution, please visit the Pitt EnCompass link on MyPitt portal. Should you require further information or assistance, please contact the Global Operations Support Manager.

Step 2: Select Agreement Type

Before formalizing any type of understanding between parties, it is also critical to determine if the partnership meets University's stated needs and/or priorities. This decision should help you discern the appropriate agreement type to best formalize the desired relationship of the parties involved. The following are the types of international agreements available for consideration. At the earliest stages of conceptualization, please contact the Global Operations Support Manager for help determining which agreement type will best meet the needs of the intended partnership.

- **Memorandum of Understanding (MOU):** is a standard, non-binding accord between institutions. It is used in cases where a

1. Check Active Agreements
2. Select Agreement Type
3. Submit Request
4. Approval & Routing
General Advice
Contact

Step 1:

Check Active Agreements

Memorandum of Understanding (MOU): standard, non-binding accord between institutions.
- ceremonial signing
- exploratory relationship

Faculty Exchange Non-Teaching: non-teaching collaborations with partners abroad (including formal mobility agreements, coordinating academic meetings, collaborating with international partners)
- Research projects = Office of Research
- Teaching contracts = Office of Faculty Affairs

Step 2:

Select Agreement Type

Cooperative Agreement: partner with institutions abroad on matters not related to student/faculty exchange.

- Pitt is co-hosting programs or events abroad, not related to study abroad (such as conferences, film festivals, publication launch)

Undergraduate/Graduate Student Exchange: supports individual student mobility (outside of Pitt-sanctioned study abroad program models) via a bilateral agreement where each partner is encouraged to send/receive equal numbers of students annually.

Step 2:
Select Agreement Type

http://globaloperations.pitt.edu/institutional-collaboration/

Step 3:

Submit Agreement Approval Form

*Required Field

[Save for Later] [Cancel Changes] [Submit for Approval]

This form must be completed prior to the execution of any international inter-institutional agreement, defined by Policy 02-01-05 as any agreement 1) between the University of Pittsburgh and one or more foreign governments and/or universities or other organizations domiciled outside the United States, regarding the use of this University's faculty, student, library, or other research or instructional resources within the United States or 2) that commits the University of Pittsburgh to the deployment of faculty, student, library or other research or instructional resources outside of the United States.

*STATUS: ⦿New ○Renewal ○Revised Renewal   DATE: 08/22/2017

INITIATOR: Jennifer Lucia Nelson

*NAME AND COUNTRY OF FOREIGN INSTITUTION: Find or Enter Partner

PREFERRED ABBREVIATION FOR PARTNER:

*RESPONSIBILITY CENTER:

*DEPARTMENT:

AUTHORIZATION - (REQUIRED)

Participating Dept. Chair: Select

Dean/Director:

UCIS Approver:

FINAL REPOSITORY: The fully approved and executed approval form and finalized international agreement will be sent to UCIS, which will hold the documents on file and maintain a central repository of information regarding the University's international engagement.

SYNOPSIS OF PROJECT (LIMIT 50 WORDS):

Please complete in 50 words or less...

KEYWORDS (Please enter 3-5 comma-separated keywords to desribe the key concepts addressed by this agreement):

III.   PARTIES TO THE AGREEMENT:

Include unit name, Principal Investigator or project contacts, address, phone, fax, e-mail. List as many units as applicable.

A. University of Pittsburgh

First Name	Last Name	E-mail	Phone	Fax	Mailing Addresss	Primary Contact?
						☐ ✖

Add Contact

Step 3:

Submit Agreement Approval Form

International Agreements Approval Process

Dept. Chair

Director/ Dean

UCIS
- Screenings
- Consultations
- Requestor Follow-Up

Step 3:

Submit Agreement Approval Form

International Agreements Approval Process--DocuSign

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International Agreements Approval Process--DocuSign

Step 3:

Submit Agreement Approval Form

Step 4:

Negotiate Agreement

Partner Reviews & Accepts Agreement

UCIS Prepares Agreement

UCIS Routes Agreement for Signatures

UCIS Uploads & Circulates Fully Executed Agreement

Step 5:

Finalize Agreement

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