|  |  |  |
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|  | **Agreement Internal Approval Routing Form** | For Office Use Only:ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Logged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Logged in by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*\*PLEASE NOTE: This form, including all required signatures, must be completed **before** any agreement is executed on behalf of Radford University. The completed form should be submitted to **Provost Office designee. Please allow at least two weeks for agreement approval.**

**PART I: AGREEMENT OVERVIEW**

|  |
| --- |
| **Department, School or College**      |
| PRIMARY CONTACT (*Last, First*)      | TITLE      | DEPARTMENT      |
| ADDRESS      | PHONE      | EMAIL      |

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| **PARTNERING INSTITUTION/AGENCY** *(Name, Location)*      |
| PRIMARY CONTACT (*Last, First*)      | TITLE      | DEPARTMENT      |
| ADDRESS      | PHONE      | EMAIL      |

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| **PROJECT/AGREEMENT TITLE** |
| **PROJECT/AGREEMENT DURATION** *(All agreements must include an effective date and an end date or project duration.)*Effective Date:       End Date:       Project Duration:       Potential for Renewal: [ ]  Yes [ ]  NoWill any portion of the project occur outside of the United States? [ ]  Yes [ ]  No |

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| **TYPE OF AGREEMENT (check all that apply)**[ ]  New agreement [ ]  Renewal (Original agreement effective date      ) [ ]  Cancellation of Agreement |
| [ ]  Research/Grant Collaboration *(If checked, the proposal should be submitted to the Office of Sponsored Programs and Grants Management for review and approval prior to Provost Office review.)* Human subjects review required? [ ]  Yes [ ]  No (Indicate date submitted to or approved by IRB     ) Animal subjects review required? [ ]  Yes [ ]  No (Indicate date submitted to or approved by IACUC     ) |
| [ ]  Student exchange Expected annual participation:      # of Students – Undergraduate       # of Students – Graduate |
| [ ]  Faculty or Staff Exchange  Expected annual participation:      # of Faculty      # of Staff[ ]  Other *(please explain)*:        |

**RADFORD UNIVERSITY**

**Agreement Internal Approval Routing Form (page 2 of 3)**

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| **INSTITUTIONAL COMMITMENT REQUIRED** *(Please explain or attach a proposal)*[ ]  Equipment (amount, source, duration)       |
| [ ]  Funding (amount, location, duration)       |
| [ ]  Personnel (amount, location, duration)       |
| [ ]  Space (amount, location, duration)       |
| [ ]  Other       |
|  |

**ALL SECTIONS REQUIRED FOR SUCCESSFUL PROCESSING.
Failure to submit a complete form will result in delays in the approval process.**

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| **PURPOSE OF AGREEMENT:**  *Please insert or attach a brief statement describing the purpose and goals of the proposed agreement.* |

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| **PROFILE OF PARTNERING INSTITUTION/AGENCY:**  *Please insert or attach a brief description of the partnering institution.* ***Required: Verification of the institution’s accreditation, academic standing and quality, as well as an outline of the internal review process undertaken by Radford University’s school or unit (i.e., faculty vote if appropriate)****.*      |

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| **BENEFIT TO RADFORD UNIVERSITY:**  *Please insert or attach a statement outlining why the proposed agreement would be beneficial to the University.* ***Required: Include details describing why you have chosen to work with this specific institution or agency****.*  |

***Signature Page Follows***

**RADFORD UNIVERSITY**

**Agreement Internal Approval Routing Form (page 3 of 3)**

**PART II: INTERNAL APPROVALS** ***(Signatures with an asterisk or \* are required on all.)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Check if required** |  | **Signature** | **Date** |
|  | \*PRIMARY CONTACT/PROJECT DIRECTOR |  |  |
|  | \*DEPARTMENT CHAIR OR SCHOOL DIRECTOR |  |  |
|  | PROVOST  |  |  |
|  | \*DEAN OR UNIT DIRECTOR (Indicates endorsement and approval of proposed agreement including any resulting financial or administrative obligation) |  |  |
|  | OFFICE OF SPONSORED PROGRAMS AND GRANTS MANAGEMENT (Must be signed if project involves research; indicates approval of proposed activities) |  |  |
|  | ASSISTANT PROVOST FOR GLOBAL EDUCATION AND ENGAGEMENT (Must be signed if project involves the exchange of undergraduate students; indicates approval of proposed activities) |  |  |
|  | EXPORT CONTROLS/DESIGNATED REVIEWER(Must be signed if any portion of the project occurs outside the U.S.) |  |  |
|  | DEAN OF THE COLLEGE OF GRADUATE STUDIES (Must be signed if project involves a graduate program) |  |  |
|  | ASSOCIATE PROVOST FOR RESEARCH, FACULTY SUCCESS, AND STRATEGIC INITIATIVES (Must be signed if project involves research; indicates approval of proposed activities) |  |  |
|  | \*OTHER (Determined by Procurement and Contracts) |  |  |
|  | VICE PRESIDENT FINANCE  |  |  |
|  | BURSAR  |  |  |
|  | REGISTRAR |  |  |
|  | CONTROLLER/BUDGET |  |  |
|  | PRESIDENT |  |  |
|  |  |  |  |
|  | \*PROCUREMENT AND CONTRACTS |  |  |
|  | \*OFFICE OF UNIVERSITY COUNSEL (as routed by Procurement and Contracts) |  |  |