1.1 Advises PDs and/or Colleges on Institutional partnerships, makes relevant referrals, coordinates GSU review-approval process.

Logs and tracks Agreement.
2.1. Creates folder in I Drive;
2.2. Creates section in OneNote;
2.3. Creates record in online database;
2.3. Creates physical files.

5. IPA prints and embosses Agreement.

6. IPA initiates Approval Form at GSU for formal sign-off and signatures.

7. Mails or hand delivers approved Agreement to Traveler and updates GSU files and tracking system.

8. Tracks Agreement duration abroad.

9.1. Receives signed agreement;
9.2. Scans and files;
[9.3. Coordinates signature and mails one executed original to partner if printed abroad.]

10.1. Updates online International Partnership database and uploads scan of executed Agreement;
10.2. IPA sends notification of execution.

1.2. Initiates Agreement draft using GSU or Partner template.

3.1. PD and/or College confirms template draft with Partner;
3.2. Liaises with Partner for negotiations.

4.1. IPA confirms that final draft does not differ substantially from template;
[4.2. IPA sends for Legal Review if with a Travel Warning Country.]

4.3. Legal Review if with a Travel Warning Country.

5.1. Partner prints and embosses, as negotiated.

5.2. Partner initiates and sings off on agreement.

5.2. Mails or hand-delivers approved agreement to GSU Visitor.

5.1. Partner prints and embosses, as negotiated.

9.1. Receives signed agreement;
9.2. Scans and files;
[9.3. Coordinates signature and mails one executed original to partner if printed abroad.]

4.1. IPA confirms that final draft does not differ substantially from template;
[4.2. IPA sends for Legal Review if with a Travel Warning Country.]

4.3. Legal Review if with a Travel Warning Country.

5.2. Partner initiates and sings off on agreement.

5.2. Mails or hand-delivers approved agreement to GSU Visitor.

Alternative Action