1.2. Initiates partnership, facilitates College and University-level discussions and consultations, drafts agreements.

3.1 IPA conducts initial draft review; 3.2 Confirms reciprocity #s; 3.3 Enters Agreement into online database; 3.4 Create folder in I drive, OneNote, and Physical File.

4. Sends back to PD and/or College

6. IPA receives confirmed draft and sends for GSU Review/Approval.

7. Advises, reviews, provides feedback and guidance on Agreements.

9. PD and/or College negotiates GSU-approved draft with Partner. IPA makes referrals back to GSU units where necessary. Relevant reviewers respond to feedback from abroad. PD or College sends Partner-approved agreement to IPA.

10. IPA receives GSU reviewer-approved draft and sends for Legal Review.

12. Prints and embosses Agreement.

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

14. Mails or hand-delivers approved agreement to Traveler and updates GSU files and tracking system.

15. Tracks agreement duration abroad

16.1. Receives signed agreement. 16.2. Scans and files. [16.3. Coordinates signature and mails one executed original to Partner, if printed abroad.]

17.1. Updates online International Partnership database and uploads scan of executed Agreement; 17.2. Files physical paperwork; 17.3. IPA sends notification of execution.

IPA Activities

Activities involving other units/partner

Standard action

Alternate action

* Approval process is scalable, depending on nature of the program