MOU/MOA, Internship, Affiliation, or Articulation Agreement Process

Go to the Provost’s website for templates approved by General Counsel

Determine what type of agreement is needed

Is it an MOA?

Yes

Follow MOA process diagram

No

Download approved template from the Provost’s website and fill out, as needed

Does the agreement offer credit to a student?

Yes

The sponsoring department needs to share the agreement with the Registrar’s Office

No

The sponsoring department needs to share the agreement with the Dept. of Equity and Compliance & Risk Management

Are we sending a student somewhere?

Yes

Incorporate suggested changes and send to the Provost’s Office for review & next steps

No

Incorporate suggested changes and send to the Provost’s Office for review & next steps

Is a certain amount of insurance required?

Yes

The sponsoring department needs to share the agreement with Risk Management

No

The sponsoring department needs to share the agreement with the Office of Grants and Contracts

Are annual payments required?

Yes

Incorporate suggested changes and send to the Provost’s Office for review & next steps

No

Incorporate suggested changes and send to the Provost’s Office for review & next steps

Is space rental involved?

Yes

The sponsoring department needs to share the agreement with the Facilities

No

The sponsoring department needs to share the agreement with the Facilities

Fill out the template, as needed, and route to the Provost’s Office (review website for proper DocuSign routing)
Memorandum of Agreement Process (MOA)

- MOA templates are not available because they are all unique
- Use the MOU template to ensure boilerplate language is included (i.e. TIX & signature blocks) then modify as needed
- Send draft to the Provost’s Office for initial review

Does the agreement offer credit to a student?
- Yes: The sponsoring department needs to share the agreement with the Registrar’s Office
- No: Incorporate suggested changes

Are we sending a student somewhere?
- Yes: The sponsoring department needs to share the agreement with the Dept. of Equity and Compliance & Risk Management
- No: Incorporate suggested changes

Is a certain amount of insurance required?
- Yes: The sponsoring department needs to share the agreement with Risk Management
- No: Incorporate suggested changes

Are annual payments required?
- Yes: The sponsoring department needs to share the agreement with the Office of Grants and Contracts
- No: Incorporate suggested changes and send version with all changes to the Provost’s Office for review & next steps

The Provost’s Office sends the final version of the MOA to General Counsel (GC) for review

Did GC make changes to the agreement?
- Yes: Incorporate changes and send new version of the MOA to the Provost’s Office for confirmation
- No: Route to the Provost’s Office (review website for proper DocuSign routing)