

This document out s

- After careful consideration of the engagement and commitments, if you and your appropriate administrator concur that it is in the best interest of the university and CSU to move forward, then to seek approval

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	<p><i>Except when the agreement is a research agreement through an auxiliary , but it does not include student international travel)</i></p>	
<p>Contact and work with _____</p>	<p>Contact and work with the _____ _____ _____).</p>	<p>Contact and work with _____</p>

- The appropriate responsible unit (ARU) (i.e., CE/UE, ORSP, Procurement Services) will work with you and your appropriate administrator(s) to review the request, the activity, and the resulting agreement draft. Common negotiation steps for the ARU to follow include discussions with the other party or sending the edited agreement draft as a pdf with a “DRAFT” watermark to the other party by email for review and to make additional revisions or to accept clauses.
- Once the draft of the agreement is received or negotiated and prepared, the ARU (CE/UE, ORSP, or Procurement Services) will route the agreement to [Risk Management](#) for review. Risk Management will forward to additional university counsel as needed. If edits are required, the appropriate unit will route the agreement back to the collaborator for approval of the revised draft.
- The ARU will then route the ‘Final Draft’ to the President for review and approval without signing using the AdobeSign workflow.

Once the President has indicated approval within AdobeSign the ARU will route the agreement to the CSU Office of the Chancellor review and approval using the CSU Sharepoint process. (See also the CSU

7. Once the Office of the Chancellor approval is received through Sharepoint, the ARU will print out the Sharepoint checklist and all documents and route them and the final approved agreement to the President for signing using the AdobeSign workflow.
8. Once the President has signed the agreement the workflow will automatically return the signed agreement to the ARU (CE/UE, ORSP, Procurement Services) for completion of the ARU's established processes for providing the final signed agreement to the collaborating entity for signing or to provide them with the fully executed copy if already signed by both parties.

All international agreements?

- Almost—this includes all international agreements at the draft stage of the binding agreement under consideration except for auxiliary agreements for sponsored research that do not include a student international travel.

- Student, staff and faculty exchange
- Study abroad program agreements
- Subawards that include student int

Jennifer Cabrejas,
Director, Grant Administration
jennifer.cabrejas@csueastbay.edu

Jon Medwinocn LUHFVR U * UDFWR DQZ LS GUYLUUJ