Step 1:
Department/Faculty/School identifies a potential collaborating Site and begins to discuss the scope of the proposed relationship.

Step 2:
Department/Faculty/School searches the Global Portal Database to see if the UM has an existing agreement with the Site.

Step 3:
Department/Faculty/School shares UM’s standard templates most suitable to the relationship with the Site, gathers feedback from the Site, and tries to work out any concerns. If there is no appropriate standard document, contact OGC.

Step 4:
Once the Department/Faculty/School feels it has come to a shared understanding with the Site, they send the agreement to OGC for legal review. OGC will notify Provost’s Office that the agreement is in process.

Step 5:
If OGC identifies legal concerns, the agreement will be sent back to Department/Faculty/School to answer questions, confirm edits, make recommendations, and/or further negotiate with Site (repeat Steps 3 & 4 as needed). If/when all concerns resulting from OGC’s legal review are addressed and the agreement is finalized, OGC will forward the agreement to Provost’s Office for signature.

Step 6:
Once the final agreement is signed by all parties, Provost’s Office will log it into the Global Portal Database.