

## Submitting a Request for the David Geffen School of Medicine Dean's Approval for an Affiliation Agreement

A formal policy ("Policy 980") around international institutional agreements has been developed by the University [<http://www.adminpolicies.ucla.edu/APP/Number/980>]. The information below pertains to the development and approval of Affiliation Agreements (AAs).

An Affiliation Agreement is a legally binding agreement between UCLA and a foreign organization that provides a framework for a mutually beneficial academic and/or clinical exchange or other collaboration, and may involve a commitment of University resources (e.g., faculty or staff time, compensated faculty or staff time, financial arrangements to host conferences/meetings, intellectual property, etc.). If an MOU better fits your needs, you can find the instructions and applications here: [https://worldhealth.med.ucla.edu/pages/global\\_operations](https://worldhealth.med.ucla.edu/pages/global_operations)

Examples of AAs include, but are not limited to:

- Clinical training/medical education provided by DGSOM faculty to colleagues at an overseas institution
- Formalizing residency rotations or bilateral exchanges between a global partner site and DGSOM
- Formalizing medical student rotations or bilateral exchanges between a global partner site and UCLA

AAs are not required for activities that have been vetted and approved by the Office of Contracts and Grants Administration (OCGA), such as for research or program grants, cooperative agreements, contracts, and/or subawards.

The term of an AA is limited to no more than 5 years. If the intent is to renew the agreement, a request for renewal should be submitted at least 6 months in advance of the expiration of the term.

The Global Health Program has developed a process to support submission of AAs. AAs require initial approval by the Dean for all activities that fall under the David Geffen School of Medicine. Once you have completed the tasks listed below, please submit your package of materials to Zoe Stathopoulos, Program Manager, Global Health Program [[ZStathopoulos@mednet.ucla.edu](mailto:ZStathopoulos@mednet.ucla.edu)].

**To request the Dean's approval for submission of an Affiliation Agreement, please obtain the following:**

- 1. Approval from your Division Chief for the AA and its activities.** (*Note: this requirement is waived for those without a Division Chief who report directly to a Chair*) This can be provided in the form of a brief email exchange between you and your Division Chief or a brief letter to you from your Chief expressing support for the AA and the work outlined under the agreement.
- 2. Approval from your Department Chair for the AA and its activities.** As above, this can be provided in the form of a brief email exchange showing support for the AA or a brief letter expressing support for the AA.



- 3. Verification that the activities are not otherwise covered under the Office for Contracts and Grants (OCGA).** If the activities are covered under a grant, cooperative agreement, contract, or subaward that has been approved by OCGA, an AA is not required. Please note that the cover letter asks you to verify that the scope of work under the AA is not covered by an agreement under OCGA.
- 4. Completion of the AA Request Cover Letter**, which includes:
  - a. A brief summary of the scope of work under the requested AA
  - b. Completion of the checklist for Dean's review
  - c. Signature attesting to the accuracy of the information provided and affirming you will submit a completion report at the expiration of the AA

**Once you have completed all steps above, please submit the AA Request (Cover Letter) with supporting materials (Chief and Chair approvals) to Zoe Stathopoulos, Program Manager, Global Health Program [ZStathopoulos@mednet.ucla.edu].**

We will make every effort to have Dean's review within 14 days of submission. Once the Dean has approved moving forward with the AA, you will be contacted by our office.

Should you have any questions or need assistance, please contact Zoe Stathopoulos [zstathopoulos@mednet.ucla.edu].

Sincerely,

Risa Hoffman, MD, MPH, Director, Global Health Program