

## Submitting International Memorandums of Understanding (MOUs) for Approval

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 Memorandums of Understanding (MOUs).

An international MOU is a non-binding agreement that expresses a mutual intent to explore a future cooperative academic and/or research effort between UCLA and a foreign organization. These activities can include bilateral clinical exchanges, research collaborations, joint conferences, or teaching/educational activities, among others. While the process of exploring a future relationship may involve travel, communications, and the time of faculty and staff, an MOU does not involve a commitment of specific University resources including financial, compensated faculty time, intellectual property, etc. Rather, an MOU describes a new or existing relationship where there is a mutual intent to explore a more specific relationship, likely involving a more detailed and binding agreement (such as a collaboration or affiliation agreement).

Please note that any relationship involving a commitment of specific University resources will elevate the level of the agreement beyond an MOU. Please consult Policy 980 for further information.

While MOUs may have a role in supporting ceremonies and events, such use should be rare. A proliferation of unfulfilled MOU agreements, or MOU fatigue, weakens the effectiveness of these agreements and potentially impacts UCLA’s international reputation, as a signed MOU can lead to an expectation of future engagement.

We have developed a checklist to help support approval of MOUs. MOUs are approved by the Dean’s office for all activities that fall under the David Geffen School of Medicine (DGSOM). Once you have completed the tasks listed below, please submit your package of materials to Zoe Stathopoulos, Director of Operations, Global Health Program, [ZStathopoulos@mednet.ucla.edu](mailto:ZStathopoulos@mednet.ucla.edu).

To submit an MOU for approval, the following items are required:

- 1. Approval from your Division Chief for the MOU 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 MOU and the work outlined under the agreement.
- 2. Approval from your Department Chair for the MOU and its activities.** As above, this can be provided in the form of a brief email exchange showing support for the MOU or a brief letter expressing support for the MOU.
- 3. Verification that there is no direct overlap of the MOU within the Health System, David Geffen School of Medicine, and broader UCLA campus.** Please click on this link <http://global.ucla.edu/collaboration> and search for the institution with whom you are proposing activities. If there is an existing MOU with the institution, please verify that there is no direct overlap between your proposed activities and the existing MOU. If there is an MOU with the same department, we recommend you contact the UCLA faculty or staff member involved to (1)

share current and future activities and ensure these are harmonized, and to (2) discuss working under the existing MOU rather than completing a new MOU. The cover letter will ask whether you have completed this activity and will ask you to verify that there is no direct overlap for your proposed activities.

- 4. Use of the required University MOU template.** After initial approval has been granted by the appropriate parties (steps 1 and 2) and you have confirmed there is no existing MOU with the institution/department with whom you are working (step 3), you can request an MOU template through UCLA's Global Partnerships website: <http://global.ucla.edu/collaboration>. Once on the website, click "initiate" and then "add new project/program." After submitting your application, you will receive an email confirmation. Assuming that an MOU is the appropriate agreement type for your activity, you will receive a customized MOU template (PDF format) within two weeks. This is the document you will submit for sign off from the Dean's office.
- 5. Completion of the MOU Cover Letter, which includes:**
  - a. A brief summary of the goals of the MOU
  - b. Completion of the MOU checklist
  - c. Signature indicating you have enclosed the required documentation and attesting to the accuracy of the information provided

Once you have completed all of the above steps, please submit the MOU PDF template and Cover Letter with supporting materials (Chief and Chair approvals) to Zoe Stathopoulos, Director of Operations, Global Health Program, [ZStathopoulos@mednet.ucla.edu](mailto:ZStathopoulos@mednet.ucla.edu).

Please note, at the expiration of an MOU you will be contacted to complete a brief survey describing the outcomes of the relationship. These data are important to track outcomes and to avoid duplication of efforts across DGSOM and the health system. We appreciate your efforts in completing this survey in a timely manner.

Should you have any questions or need assistance, please contact Zoe Stathopoulos.

Sincerely,

Cecily Gallup, MD, MPH, Special Advisor to the Interim Director of the Global Health Program  
Michael Burke, MHA, Executive Director, International Services