

Instructions for Completing Memorandum of Cooperation and Understanding/Memorandum of Agreement

- 1. Before creating a Memorandum of Cooperation and Understanding (MOU) or Memorandum of Agreement (MOA), please contact the appropriate Associate Dean in your college.**

They will discuss whether an Education Program Agreement or MOU/MOA is warranted. If the details of a program have not yet been established, but ISU and the other institution of higher education desire to sign something that indicates ISU and the other institution intend to collaborate together in the future, the Office of General Counsel suggests using the [Memorandum of Cooperation and Understanding template](#). If ISU and the other institution desire to enter into a specific education program and have already established the program details, they will enter into another agreement that sets forth those details. Please refer to the [Education Program Agreements Instructions](#) for more information.

- 2. Is the agreement with an institution of higher education located outside of the United States?**

The United States government maintains lists of entities and countries with whom individuals and entities in the United States may not conduct business. If the MOU/MOA is with an institution of higher education located outside of the United States, contact ISU's Export Control Coordinator at export@iastate.edu to ensure that the institution of higher education with whom you wish to establish an MOU/MOA is not on one of those lists.

- 3. Complete MOU/MOA Template**

Complete the blank areas in the MOU/MOA template. As you complete the highlighted information, you should remove the highlighting.

- 4. Send MOU/MOA to Other Institution**

Send the MOU/MOA to the other institution of higher education to review and to complete information that they need to provide. If the other institution desires to make substantive changes to the MOU/MOA, ask the other institution to do so using tracked changes. Typographical changes or changes to complete missing information are not substantive changes.

Determine if the other institution requires original hard copies of the signed agreement. From ISU's perspective, original hard copies are not necessary unless the other institution requires them.

- 5. Route the MOU/MOA for Signatures**

Once the MOU/MOA template has been completed, it may be routed for signatures. If your agreement is an ISU template without changes, you may initiate the routing process immediately. If substantive changes were made, you must have preliminary approvals of your college and the Office of General Counsel before initiating the routing process. Using the link provided by your college Associate Dean contact, complete the online routing form to initiate the process. Once the online routing form is completed, Study Abroad Center personnel will manage the workflow to obtain the signatures. If they have any questions, they will reach out to the contact person listed on the form.

Whenever possible, the MOU/MOA will be routed for digital signatures using the Smartsheet system outlined [in this flowchart](#). The agreement will route first to the other institution, then through the ISU signature process. After all signatures have been obtained, the MOU/MOA will route to the Associate Provost for Academic Programs for signature. MOU/MOAs will not be reviewed by the Associate Provost for Academic Programs until all the previous steps above are completed.