

## **Request for Memorandum of Understanding Between UMB and Entity in Another Country**

Please provide the following information to support a request for a Memorandum of Understanding (MOU) between UMB or a UMB School or unit and a party in another country. Add attachments as necessary to provide complete details about the proposed MOU.

This form may also be used to request amendments, extensions of term, and supplements to existing MOUs, whether or not the initial MOU was routed through the Office of Research and Development (ORD) or the Center for Global Engagement previously.

Note: If the relationship involves funding, faculty/personnel time, or any other financial arrangements, it will require a separate contract or service agreement in addition to a general MOU. Please contact the [Global Hub](#) to discuss which agreement is most appropriate. An MOU (that by definition does not obligate UMB resources) may be the best first step before engaging in a service agreement or contract, however. You may also want to mention in the MOU that the plan is to enter into those arrangements.

**\*\*THIS IS A WORKSHEET SO WE UNDERSTAND IF YOU DO NOT OR CANNOT FILL OUT EVERY BOX\*\***

### **I. Information about UMB Requester**

UMB faculty member (Faculty Champion) proposing agreement and responsible for the proposed relationship.

Name	
Position/Title	
College/School	
Department/Division	
Email	
Phone	

Additional UMB point of contact for this proposal if different from Faculty Champion, such as an administrative assistant or program manager assisting with MOU.

Name	
Position/Title	
College/School	
Department/Division	
Email	
Phone	

**II. Information about Other Party (international entity)**

Full Legal Name of Party/Entity	
Physical Address	
Country	
Website	
Legal structure (e.g., university, government ministry, nonprofit)	
Primary Contact Name	
Primary Contact Title	
Address	
Email	
Phone	
Other	

### III. Information about Requested MOU

- A. Does the requested MOU amend, supplement, supersede, or extend the term of a prior MOU?  
Yes                      No

**If yes**, please attach a copy of the relevant MOU and when answering the following questions, describe the updates, modifications, or other changes being made to the prior MOU.

- B. Purpose(s) of the relationship covered by the MOU (check all that apply)

Student program

Faculty exchange or collaboration

Intellectual property or licensing terms

Sharing of information, data, technology, business proprietary, human subjects, or other sensitive data

Hiring foreign nationals to perform work outside the U.S.

Establishing a legal presence outside the U.S.

Clinical work - observation and treatment of patients

Shipment/transmission of research materials, equipment, or technical data outside U.S.

Construction or leasing of office space

Do not know or not yet determined

Other: \_\_\_\_\_

- C. Description of existing programs and/or relationships involving UMB or any of its schools and the other Party, if known:

\_\_\_\_\_

**Required attachment(s):** What information do you have about the partnership? Please attach program description, syllabus, proposal etc. if you have one. If not, please submit a brief (no more than one page) description of the partnership, goals of the partnership, reason for the MOU, and who is requesting it.

**If this is a scholarly (student/faculty) exchange program**, please describe exchange plans, indicating approximate numbers of exchange visitors annually, their academic or employment status, and whether the visitors will come from UMB, from the other party, or from both parties.

**If this partnership may include employment in the international site**, please attach information to explain the partnership. Attachments might include funding opportunity notices, award budgets, scopes of work under collaboration agreements, etc.

- D. Proposed dates for MOU. If you want it to start as soon as the MOU is approved, put “immediate” as a start date. If you are not sure how long the partnership/MOU will last, we suggest a two-year term that can be renewed.)

Start date \_\_\_\_\_ End date \_\_\_\_\_

#### IV. Student and Personnel Exchanges

- A. Will there be any faculty/staff/student exchanges between UMB and the other Party?  
Yes                      No

- B. This MOU alone will not apply to individuals who wish to partake in clinical rotations or actively participate in human subjects research, as such activities raise liability and licensure issues that must be addressed in a separate agreement. For proposals involving health care workers or students traveling from UMB to other countries, please describe arrangements for compliance with applicable local licensing or other relevant requirements in the other country:

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#### V. Potential Employment of UMB Personnel or Establishment of UMB Offices in Other Country

For the following questions, please provide full information even if “yes” answers are contingent upon sponsor project approval or other sources of funding. Note that an MOU does not cover any obligation of funds, so these items will be handled through other processes (e.g. a contract, specific agreement, etc.).

- A. As part of the relationship described in the MOU, do you anticipate that there will be any:

Employment of UMB personnel (UMB faculty, staff, or students) in the foreign country?

Need to rent office space or other facilities for UMB work in the foreign country?

Need to set up a bank account for UMB’s use in the foreign country?

- B. Have you reached out to the International Operations department? Access them through the [Global Hub](#) or via email [internationalops@umaryland.edu](mailto:internationalops@umaryland.edu) for information and assistance with complex immigration and tax regulations involved with personnel stationed in a foreign country.

Please submit this form when completed to the UMB Center for Global Engagement (CGE) at [globaltimore@umaryland.edu](mailto:globaltimore@umaryland.edu).

The process will proceed as outlined in the “UMB Process for Development, Review, and Approval of International Memoranda of Understanding.”

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\* Official Use Only \*

**Approvals**

**Dean or Designee**

<b>Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	

**Comments:**

**Senior Vice President and Chief Enterprise and Economic Development Officer or Designee**

<b>Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	

**Comments:**

**Provost and Executive Vice President or Designee**

<b>Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	

**Comments:**