

International Partnership Criteria & Routing Sheet

Office of International Affairs | Office of the Provost

Updated
2020

PART I: TC Faculty

Principal investigator:

Department:

Other involved faculty (if applicable):

PART II: Partner Institution

Name of partner institution:

PART III: Agreement & Proposed Activities

Do you and the proposed partner have a draft proposal or agreement?

Attachment:

(If more than 5 MB or 25 pages, please send as an email attachment.)

In the box below, please provide proposed activities (briefly).

PART IV: Checklist

- | | | | |
|--|-----|----|---------|
| 1. Partner reputation is positive and its mission aligns with TC. | Yes | No | Unknown |
| 2. Institution is accredited and complies with local regulations for external collaboration. | Yes | No | Unknown |
| 3. Funding has been or will be identified. | Yes | No | Unknown |
| 4. Partnership poses no significant safety or security threat to TC faculty and students. | Yes | No | Unknown |
| 5. Government restrictions, approvals and taxation issues have been considered. | Yes | No | Unknown |

PART V: Signatures

ROUTING

As Principal Investigator, I understand that the College will use the criteria outlined in the **Policy on International Partnerships** (including above) as well as an institutional risk assessment to determine the feasibility of a new partnership. International partnerships and collaborations are reviewed by the Provost's Office of International Affairs, Office of General Counsel, and the College's Risk Manager (if recommended). All partnership agreements must be signed by the Provost.

Signature: _____ Date: _____

Office	Signature
Department Chair	
OIA	
General Counsel	
Provost	

International Partnership Guidelines

Office of International Affairs | Office of the Provost

Updated
2018

Considerations for Reviewing International Partnership Opportunities

Use the following questions to guide you in determining the feasibility of a new partnership. Each area will be considered before a partnership can be established.

Institutional Considerations	
Institutional Reputation	Does the partnership add value to the College? If a dual or joint degree or certificate program is being proposed, does the partner have a comparable reputation? If this is a capacity-building initiative, will the relationship reflect negatively on our standing in the community?
Mission	Does the proposed partner's mission or work align with that of TC? (In addition to education, health, psychology, and organizational leadership, consider themes such as social justice, inquiry, evidence-based practices, human rights, and building local capacity.)
Accreditation & Compliance	Is the partner institution accredited? Have the appropriate procedures been followed to establish partnership activities with a foreign or U.S. university? Are government approvals needed?
Funding & Sustainability	Will the partnership produce new income streams for the College? Has funding been secured to carry out the proposed activities? If funding is limited, how will the work or outcomes be sustained once the funding has stopped? Are there unusual cost requests involved, such as cost/share matching requirements or restricted administrative policies?
Risk Considerations (Primarily for but not limited to foreign-based NGO's)	Does the proposed partner institution or NGO have current stable financials? Does it maintain internal controls to assure that it is managing awards or payments in compliance with applicable laws, regulations and the provision of contracts or grants?
Safety & Security	Are there significant safety and security concerns in the partner country or project location? Please see travel warnings on State Department website. Are there budgetary allowances for additional insurance and or 'risk/danger' pay if warranted?
Program Considerations & Guidelines	
Relationship	Is the proposed partner institution known to you by reputation, personally, or through a student or alumni? Has there been previous work or engagement with faculty or administrators there? If the partner is not known, consider undertaking small activities to determine interest before a formal agreement is proposed. Some faculty have been disappointed in a partner's work or level of commitment.
Goals	Have goals been established for the partnership and proposed activities?
Faculty Leadership & Involvement	Have faculty been identified to lead the partnership at both institutions? Will the partnership seek to involve multiple faculty or departments? Is there strong faculty support for the activities proposed?
Student & Alumni Involvement	Will the partnership provide educational opportunities for TC students? Are there TC alumni who might support the initiative or help advance the work at the partner institution?
Administration	Have program or activity coordinators been identified at both institutions?
Monitoring & Evaluation	Will metrics of success be developed for the partnership and work undertaken?
Country or Region	Are there other faculty projects or a Columbia Global Center in the country or region that may be leveraged in support of the proposed partnership? <i>Note: OIA can help make these linkages.</i>