



# Weill Cornell Medicine

## Process for International Agreements Review<sup>1</sup>

The administrative review and approval process for international agreements (including any renewals, amendments, or addenda) consists of the following steps:

1. Departments / divisions / faculty interested in engaging in international collaborative activities on an institutional level (e.g., education) must first receive written approval of the proposal from the department chair.
2. Once chair approval is received, contact the Office of International Affairs (OIA). OIA will conduct a preliminary review to determine if the proposal aligns with WCM / University policy and will further the interests or mission of WCM, discussing refinements as necessary.
3. Following its preliminary approval, OIA will coordinate with the Export Controls Office, the Office of General Counsel (OGC), and any other relevant stakeholders (e.g., Dean of the Medical College) to put in place the necessary agreements, as long as no red flags are identified.
4. Following final approval by the OIA, the signature of the Senior Associate Dean of International Affairs is required. OIA will also coordinate all other required signatures, finalize documents, and record the new agreement.
5. OIA will notify Cornell University's Global Operations along with the Office of the University Vice Provost for International Affiliations of the agreement and salient details.

1. Sponsored research agreements must go to WCM's Office of Sponsored Research Administration for review and approval.