The ISU Office of International Engagement (OIE) provides guidance and support to academic colleges and departments as well as individual faculty and staff members who wish to pursue institutional partnering opportunities with peer universities around the globe.

\*Please note that the process for establishing and approving an institutional partnership may vary case by case.

## Overview of the step-by-step process of creating an international partnership

Step 1	•Preliminary discussions within the academic colleges or departments
Step 2	•Obtain approval from the college dean/associate dean/ department chairperson to pursue this partnership
Step 3	•Complete and submit the international partnership planning document.
Step 4	•The Office of International Engagement reviews the planning document, requests clarifications, etc. (1 to 2 weeks)
Step 5	•The OIE coordinates the process of drafting an agreement for a new or renewal of an existing partnership. (2 to 4 weeks dependent upon partner, location, culture, etc.)
Step 6	•OIE coordinates the review of draft agreement by Export Control, Risk Management, Data Protection Officer, Comptroller and Procurement. (2 to 6 weeks - depends on nature of agreement and nature of review)
Step 7	•The Office of General Counsel reviews the draft agreement. (1 to 3 weeks)
Step 8	•Appropriate administration offices (e.g., Office of the President, Office of the Provost, etc.) approve the agreement (1 to 2 weeks)
Step 9	•ISU signs the agreement.
Step 10	•Partner institution signs the agreement. OIE communicates to all concerned. (2 to 4 weeks)
Step 11	•Activities begin in the next available academic year/fiscal year.

*Please note that these are approximate times – each office will have their own queue so times can vary.*