

**ROUTING & APPROVAL PROCESS USING OUR STANDARD AGREEMENT WITHOUT CHANGES –**

1. Program generates two affiliation agreement copies between Indiana University and the new or renewing institution
2. Each agreement should have a signature line for the following:
  - a. Individual(s) executing on behalf of the Program
  - b. Indiana University Deputy General Counsel, Joseph M. Scodro
  - c. New or renewing institution authorized signer(s)
3. Program will acquire signature from new or renewing institution
4. Program will acquire signatures from individual(s) executing on behalf of the Program
5. Program will send affiliation agreements to General Counsel (AD 5030 at IUPUI) for review and signature
6. General Counsel will return fully executed agreements to Program
7. Program sends one original to new or renewing institution

**ROUTING & APPROVAL PROCESS USING OUR STANDARD AGREEMENT WITH CHANGES OR FACILITY'S TEMPLATE –**

1. Program receives agreement from the new or renewing institution as a Word document
2. Program adds a signature line for the following:
  - a. Individual(s) executing on behalf of the Program
  - b. Indiana University Deputy General Counsel, Joseph M. Scodro
3. Program sends agreement via e-mail to General Counsel for review (lmkilgor@iu.edu)
4. General Counsel reviews the agreement for any legal issues that might be present
5. Program reviews edited document for any program issues that might be present
6. Program sends edited document to new or renewing institution for review and approval
7. After negotiations conclude, Program will send two copies of the agreement to the new or renewing institution for signature
8. Program will acquire signature from individual(s) executing on behalf of the Program
9. Program will send the agreement to General Counsel (AD 5030 at IUPUI) for final review and signature
8. General Counsel will return fully-executed agreements to Program
9. Program sends one original to new or renewing institution