

15.99.99.E0.05 Engineering Global Partnerships

Approved July 3, 2020

Next Scheduled Review: July 3, 2025

Standard Administrative Procedure Statement

Texas A&M Engineering encourages its researchers and faculty members to engage in global partnerships. We leverage these partnerships to deliver educational excellence, prepare research staff with global mindset, and collaborate with the best institutions worldwide to develop innovative solutions.

Reason for Standard Administrative Procedure

This standard administrative procedure documents a process for establishing global partnerships that may require a MOA with Texas A&M Engineering Experiment Station (TEES) and/or the College of Engineering (COE) - [Engineering].

Procedures and Responsibilities

1. GENERAL

Some partnerships are governed by contractual terms and agreements that have specific deliverables and are associated with funding sources. Other collaborations emerge through engagement in activities without the need for written agreements (e.g. visitors; scientific collaborations on research papers; organization of workshops). In limited cases, memoranda of agreement (MOA) are needed in order to facilitate collaborations that cannot be attained without them. Engagements with MOAs should consider the reputation and the academic standing of the potential partners and what they may offer in terms of capabilities and opportunities. Additionally, MOAs are to be used to define specific areas or programs in which collaborations take place.

2. USE OF MOAs FOR INTERNATIONAL PARTNERSHIPS

Engineering engages in a MOA only when it is necessary to achieve specific goals. The following points outline situations that may justify the use of MOAs in developing international partnerships.

- 2.1 TEES/COE or the partnering institutions may require a written agreement that outlines the arrangements for exchange of researchers, students, or visiting scholars.
- 2.2 A written agreement might be required by funding agencies in order to accept joint proposals with international partners.

2.3 A written agreement might be used to describe the milestones of strategic partnerships with top institutions or programs in research areas of importance to TEES and/or COE.

3. DEVELOPMENT OF MOAs

3.1 The process of developing a MOA through TEES includes the following:

3.1.1 The TEES Office of Global Partnerships (OGP) discusses the purpose of the MOA with the researcher, faculty, or staff member who is proposing the international partnership. The OGP determines in consultation with the center or institute director whether or not a MOA is needed based on the guidelines presented in section 2.

3.1.2 If a MOA is deemed to be the right vehicle to initiate collaboration, the OGP sends information about the partnering institution and areas of collaboration for the TEES Office of Ethics and Compliance to conduct export control screening.

3.1.3 Once the TEES Office of Ethics and Compliance clears the collaboration, the TEES Contracting Office develops the MOA document in collaboration with the partnering institution.

3.2 The process of developing a MOA through COE includes the following:

3.2.1 The Office of Halliburton Engineering Global Programs (HEGP) discusses the purpose of the MOA with the researcher, faculty or staff member who is proposing the international partnership. The HEGP determines in consultation with the respective department head whether or not a MOA is needed based on the guidelines presented in section 2.

3.2.2 If a MOA is deemed to be the right vehicle to initiate collaboration, the HEGP sends information about the partnering institution and areas of collaboration for the TEES Office of Ethics and Compliance, in coordination with TAMU Division of Research, to conduct export control screening.

3.2.3 Once the Office of Ethics and Compliance clears the collaboration, the HEGP jointly with Texas A&M University Global Partnership Services develops the MOA document in collaboration with the partnering institution.

4. APPROVAL OF MOAs

4.1 When executing the MOA through TEES, the TEES Delegation of Authority for Contract Administration will be followed.

4.1.1 The routing of the MOA goes through the OGP, the TEES Office of Ethics and Compliance, and the TEES Contracting Office before

routing through the TEES Deputy Director to the Agency Director for review and approval.

4.2 When executing the MOA through COE, the Texas A&M University Delegation of Authority for International Agreements will be followed.

4.2.1 The routing of the MOA goes through the HEGP, the TEES Office of Ethics and Compliance, and the COE Senior Associate Dean for Academic Affairs before routing to the COE Executive Associate Dean and Vice-Chancellor and Dean for review and approval.

4.2.2 From the College it is sent to TAMU Global Partnership Services for the signature of the Vice-Provost and Chief International Officer of Texas A&M University.

5. RECORD RETENTION

5.1 A database of Engineering international agreements (TEES and COE) will be maintained and updated quarterly.

5.2 Funded and unfunded MOAs will be processed through Maestro for appropriate recordkeeping and tracking.

Related Statutes, Policies, or Requirements

[TEES Delegation of Authority for Contract Administration](#)

[TAMU Global Partnership Services](#)

Contact Office

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