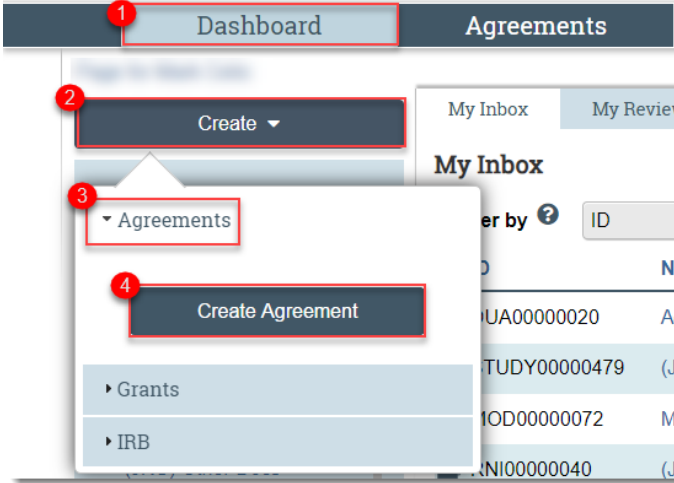# HURON AGREEMENTS: CREATE & SUBMIT AN INTERNATIONAL COLLABORATION AGREEMENT

Browsers Currently Supported: Windows and Macintosh - Mozilla Firefox; Google Chrome *Please **do not** use Microsoft Internet Explorer or Microsoft Edge*	
Follow the steps below to create an agreement directly in the Agreements module.	

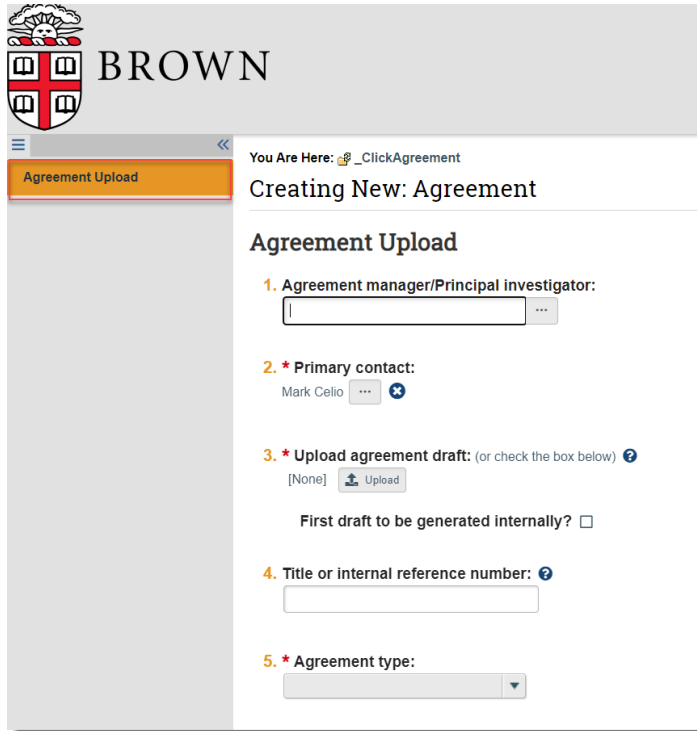| Step	Action to Be Taken
1.	1. From the **Dashboard** or **Agreements** tab, 2. Click the **Create** menu, 3. Within **Agreement**, 4. Select **Create Agreement**

2.	Complete the **Agreement Upload** page
	
	For All Partnerships Managed by the Office of Global Engagement please note the following when completing the fields in the Agreement Upload page.
	
	  1. **Agreement manager/ Principal investigator**
	     Please list the primary Brown faculty coordinator for the partnership.
	  2. **Primary Contact**
	     Please list Seth Stulen (Assistant Director of Global Partnerships, OGE)
	  3. **Upload Agreement Draft**
	     Unless the proposed partner has already shared a draft agreement, please check the box next to *"First draft to be generated internally"*
	  4. **Title or internal reference number**
	     Fine to leave blank
	  5. **Agreement Type**
	     Select International Collaboration Agreement. This will ensure the Agreement is routed to our Office of Global Engagement staff.

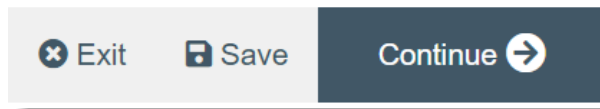|	
	6. **Description** Feel free to add any basic description of the partnership or leave blank 7. **Supporting Documents** Feel free to add any supporting documents as appropriate ● *Note: **The Agreement Upload** page needs to be completed and saved for the agreement shell to be created.* **BROWN** You Are Here: _ClickAgreement Creating New: Agreement Agreement Upload Agreement Upload 1. Agreement manager/Principal investigator: [ ] [...] 2. * Primary contact: Mark Celio [...] ⊗ 3. * Upload agreement draft: (or check the box below) ❓ [None] ⬆ Upload First draft to be generated internally? ☐ 4. Title or internal reference number: ❓ [ ] 5. * Agreement type: [▼]
3.	● Click **Continue** to move to the next page ⊗ Exit 🖫 Save Continue →
4.	Complete the **General Information** page Please note the following when completing the fields in the General Information page: 1. **Contracting Party** Find or enter the partnering institution name 6. **Responsible Department/Division/Institute)** If your department/division/institute doesn't auto populate please list the Office of Global Engagement
	● Click **Continue** to move to the next page

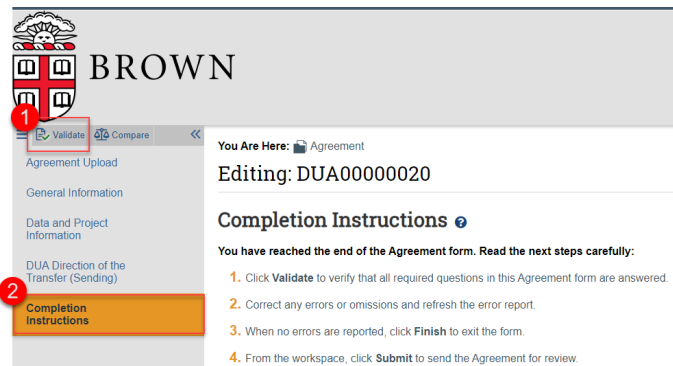|	

5.	Complete the **PreApproval Review** page
	
	Please note the following when completing the fields in the PreApproval page:
	    1. **Confirm that you have gone through the pre-approval process with either OGE or BioMed.**
	    2. **Will this International Collaboration Agreement include a research component?**
	       If, yes, please complete remaining dropdown questions
	    3. **Please upload the pre-approved proposal and any relevant appendices**
	       Please attach the approved International Partnership Proposal Form

6.	Complete the **International Collaboration Agreement** page At this point the International Collaboration Agreement page will appear. Please complete this with as much information as you have. Please note that it can be edited later if changes need to be made or if more details need to be added.
	● Click **Continue** to move to the next page
5.	● At the **Completion Instructions** page, click **Validate** ● *Note: Any view that has errors will be noted and you will need to navigate that view and make the necessary changes.*
5.	You are now finished with the agreement creation process. ● Click the **Finish** button on the **Completion Instruction** page ● *Note: Once you click Finish, you are brought back to the Agreement workspace within the agreement record.* ● *The PI can continue to edit the agreement (Edit Agreement button) until it is submitted.*

6.	To submit the agreement for review, within the record workspace:
	● Click **Submit**
	● Click **OK** to agree to the terms, as the PI
	● *Note: After submitting your agreement, the state will be updated to Unassigned.*

IMPORTANT

If there is an existing Proposal/Award record also in the Grants module, use the **Manage Relationships** activity on the Agreements Workspace to link the records.

Agreements remain editable to you while in the Pre-Submission and Unassigned states. After the agreement has been moved to the Internal Review state (which indicates an Agreement Owner has been assigned), you will have view only access to the agreement.