

AGREEMENT - INTERNAL APPROVAL ROUTING FORM

****PLEASE NOTE:** This form, including all required signatures, must be completed **before** any agreement is executed on behalf of West Virginia State University. The completed form should be **attached to the agreement when submitted for approval.** Please allow at least 4 to 6 weeks for agreement approval. Please submit to agreementreview@wvstateu.edu.

PART I: AGREEMENT OVERVIEW

WVSU SCHOOL, DEPARTMENT OR UNIT		
WVSU PRIMARY CONTACT (<i>Last, First</i>)	TITLE	DEPARTMENT
ADDRESS	PHONE	EMAIL

OTHER PARTY/VENDOR (<i>Name and location</i>)		
PRIMARY CONTACT (<i>Last, First</i>)	TITLE	DEPARTMENT
ADDRESS	PHONE	EMAIL

OTHER PARTY/VENDOR: *Please insert a brief description of the OTHER PARTY. If applicable, include verification of the institution's accreditation/academic standing:*

Agreement Type: (MOU, Lease, Purchase Agreement, etc.) *Please Indicate Below.*

New agreement
 Renewal (Original agreement effective date _____)
 Modification

Agreement Description: *Please Indicate*
 (Continuing Education Program, Articulation, Research, Experiential Learning, Services, etc.)

OTHER: *Please Indicate* _____

Please provide a brief statement describing the purpose and goals of the proposed agreement.

Agreement Duration:
 (All agreements must include an effective date and an end date or project duration.)

Effective Date: _____ End Date _____ Project Duration: _____ Potential for Renewal: Yes No

Will any portion of the project occur outside of the United States? Yes No

Institutional Commitment Required: *(Please indicate below and attach an explanation if necessary.)*

Funding (amount, source, duration)
 Supervision
 Transportation
 Housing
 Equipment
 Space (amount, location, duration)
 Other _____

WEST VIRGINIA STATE UNIVERSITY
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ALL SECTIONS REQUIRED FOR SUCCESSFUL PROCESSING.
Failure to submit a complete form will result in delays in the approval process.

PART II: INTERNAL APPROVALS *(Signatures with an asterisk * are required.)*

	Signature	Date
*WVSU Primary Contact/Project Director		
*Department Chair or Designee		
*Dean or Unit Director (Indicates endorsement and approval of proposed agreement including any resulting financial or administrative obligation)		
*INFORMATION TECHNOLOGY (Must be signed if IT security assessment or needs involved)		
*Vice President of Department (Indicates endorsement and approval of proposed agreement including any resulting financial or administrative obligation)		
*General Counsel		
*Approval by the Attorney General, when applicable	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
* Provost		
* VP of Business & Finance		
*President (When Required by the President)		