

PART I: TEACHERS COLLEGE

Principal investigator

Department

Other involved faculty (if applicable)

PART II: PARTNER INSTITUTION

Name of partner institution

Faculty lead(s)

Country

PART III: AGREEMENT & PROPOSED ACTIVITIES

Proposed start

Proposed end

Project type

Project funding source (if applicable)

Do you and the proposed partner have a draft proposal or agreement?

Attachment (max. 5 MB)

In the box below, please provide a brief description of the proposed activities. Bullet points are fine.

PART IV: CHECKLIST

1. The reputation of the partner institution is positive; and its mission aligns with TC.
2. The partner institution is accredited and complies with local regulations for external collaboration.
3. Funding has been or will be identified.
4. The partnership poses no significant safety or security threat to TC faculty and students.
5. Government restrictions, approvals and taxation issues have been considered.

PART V: ROUTING

As **Principal Investigator**, I understand that the College will use the criteria outlined in the **Policy on International Partnerships** (including above) as well as an institutional risk assessment to determine the feasibility of a new partnership. International partnerships and collaborations are reviewed by the Office of Academic Planning and Global Affairs, Office of the General Counsel, and the College's Risk Manager (if recommended). All partnership agreements must be signed by the Provost.

SIGNEE	SIGNATURE
Principal Investigator	
Department Chair	
Vice Provost for Academic Planning and Global Affairs	
General Counsel	
Provost	

Considerations for Reviewing International Partnership Opportunities

Use the following questions to guide you in determining the feasibility of a new partnership. Each area will be considered before a partnership can be established.

Institutional Considerations	
Institutional Reputation	<ul style="list-style-type: none"> Does the partnership add value to the College? If a dual or joint degree or a certificate program is being proposed, does the partner have a comparable reputation? If this is a capacity-building initiative, will the relationship reflect negatively on our standing in the community?
Mission	<ul style="list-style-type: none"> Does the proposed partner's mission or work align with that of TC's? (In addition to education, health, psychology, and organizational leadership, consider themes such as social justice, inquiry, evidence-based practices, human rights, and local capacity building.)
Accreditation & Compliance	<ul style="list-style-type: none"> Is the partner institution accredited? Have the appropriate procedures been followed to establish partnership activities with a foreign or U.S. university? Are government approvals needed?
Funding & Sustainability	<ul style="list-style-type: none"> Will the partnership produce new income streams for the college? Has funding been secured to carry out the proposed activities? If funding is limited, how will the work or outcomes be sustained once the funding has stopped? Are there unusual cost requests involved, such as cost/share matching requirements or restricted administrative policies?
Risk Considerations	<ul style="list-style-type: none"> Does the proposed partner institution or NGO have current stable financials? Does it maintain internal controls to assure that it is managing awards or payments in compliance with applicable laws, regulations and the provision of contracts or grants?
Safety & Security	<ul style="list-style-type: none"> Are there significant safety and security concerns in the partner country or project location? (Please see travel warnings on the State Department website.) Are there budgetary allowances for additional insurance and or 'risk/danger' pay if warranted?
Program Considerations & Guidelines	
Relationship	<ul style="list-style-type: none"> Is the proposed partner institution known to you by reputation, personally, or through a student or alumni? Has there been previous work or engagement with faculty or administrators there? (If the partner is not known, consider undertaking small activities to determine interest before a formal agreement is proposed. Some faculty have been disappointed in a partner's quality of work or level of commitment.)

International Partnership Criteria & Routing Sheet

Office of Global Engagement | Office of Academic Planning

Updated May 2023

Goals	<ul style="list-style-type: none">• Have goals been established for the partnership and proposed activities?
Faculty Leadership & Involvement	<ul style="list-style-type: none">• Have faculty been identified to lead the partnership at both institutions?• Will the partnership seek to involve multiple faculty or departments?• Is there strong faculty support for the activities proposed?
Student & Alumni Involvement	<ul style="list-style-type: none">• Will the partnership provide educational or experiential opportunities for TC students?• Are there TC alumni who might support the initiative or help advance the work at the partner institution?
Administration	<ul style="list-style-type: none">• Have program or activity coordinators been identified at both institutions?
Monitoring & Evaluation	<ul style="list-style-type: none">• Will metrics of success be developed for the partnership and work undertaken?
Country or Region	<ul style="list-style-type: none">• Are there other faculty projects or a Columbia Global Center in the country or region that may be leveraged in support of the proposed partnership? (OGE can help make these linkages.)