

UNIVERSITY TEMPLATE AGREEMENT INSTRUCTIONS  
AND APPROVAL COVER SHEET

**Caution – If payment under this Agreement will be made to a person who is not a U.S. citizen,** then prior to completing this cover sheet and the agreement please contact the Payroll Office at (251) 460-6471 to speak with the person coordinating payments to international visitors or parties. Failure to obtain the necessary documents will result in a delayed payment at a minimum.

This cover sheet should be used for the following University Template Agreements **only**.

**(Check One)**      **MOU with Foreign Institution  
Student Recruitment Agreement**

- I.     The originating University department should complete the Template Agreement and send to the non-USA party with instructions to return it to the originating University department. Original or scanned manual signatures and electronic signatures are acceptable.
  
- II.    After the Template Agreement has been signed by the non-USA party and returned to the originating University department, the originating University department should obtain the signatures of all required University parties other than the Contract Officer, Ms. Donna Tipps.

I am aware of and approve all business terms of this agreement and certify that no changes have been made to the University-approved template attached hereto.		
_____ Department Head/Chair Printed Name	_____ Department Head/Chair Signature	_____ Date

- III.   Email this cover sheet and the Template Agreement to Ms. Donna Tipps ([dtipps@southalabama.edu](mailto:dtipps@southalabama.edu)) for signature with instructions as to whom the agreement should be returned.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN**

---

**AND**

**UNIVERSITY OF SOUTH ALABAMA,  
UNITED STATES OF AMERICA**

This Memorandum of Understanding (the “Memorandum”) is made on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, between the University of South Alabama and \_\_\_\_\_, the purpose of which is to promote collaboration between the two institutions.

Both institutions hereby agree to encourage contact and cooperation between their faculty and administrative staff, departments, and research institutes. This Memorandum shall enable the two institutions to pursue a mutually beneficial working relationship with one another.

Within disciplines and fields that are mutually acceptable, the following general forms of cooperation will be pursued:

- I. Visits by and exchange of undergraduate and graduate students for study and research;
- II. Visits by and exchange of academic staff for the purposes of research, teaching, and development;
- III. Exchange of information in fields of mutual interest; and
- IV. Other activities of mutual benefit to both institutions.

The terms of any collaborative activity will be described and agreed upon in separate written agreements, which may be attached as addenda to this Memorandum. Both institutions acknowledge that any binding terms and conditions regarding their collaboration or cooperation, including, but not limited to, specific financial, administrative, scientific, intellectual property, and legal terms, will be set forth in separate written agreements, to be executed by authorized representatives of both institutions. Nothing in this Memorandum establishes an exclusive relationship between the institutions.

This Memorandum does not bind either institution to any current or future financial commitment. Each institution will bear its own costs associated with preparation of this Memorandum.

This Memorandum will be effective for an initial period of five (5) years from the date hereof and will automatically be renewed at the end of that period unless otherwise agreed. This Memorandum may be amended by mutual agreement, and it may be terminated at any time by mutual consent or by either party upon giving six (6) months’ written notice signed by the presiding officer of the notifying party.

**Points of Contact:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

University of South Alabama:  
Dr. Richard W. Carter  
Associate VP for Global Engagement  
University of South Alabama  
Global USA, Meisler Hall, Ste. 2001  
390 Student Center Circle  
Mobile, AL 36688  
United States of America

Tel: (251) 460-6283  
Email: [rcarter@southalabama.edu](mailto:rcarter@southalabama.edu)

**Signatures:**

Each institution represents that the signatory designated below is duly authored to sign this Memorandum on behalf of the respective institution.

\_\_\_\_\_

**UNIVERSITY OF SOUTH ALABAMA**

By: \_\_\_\_\_ Date  
Its: \_\_\_\_\_

Richard W. Carter Date  
Associate VP for Global Engagement

\_\_\_\_\_  
Contract Officer Date