Proposal for Agreement or Partnership Project

Letter of Intent, IO Recommendations and
Faculty Approval

The letter of intent is the first step of developing a new agreement or partnership project. The main goals are to lay out the basic data, the objective and the strategic context of the project that support the letter of intent; show the level of commitment by the academic staff member in charge ("champion") and units involved; make recommendations and have the project assessed by the faculty.

The main parties to a letter of intent are
- Requestor or academic staff member in charge (champion)
- Manager and Senior Advisor, International
- Individuals at the department and faculty with signing authority

Who initiated the request?	Who prepares the request?
o Teaching institution o Organizations o Government agency	Depends on original request: International Office if sent to IO, professor if sent to the professor, etc.
Vice-president o President o International working group	International Office *Office of International Research if it involves research projects
o Professor or researcher	Professor or researcher
o Service or unit	Service or unit
o Student	Student

TEMPLATE – LETTER OF INTENT (STEP 1 of Proposal for agreement or partnership project)

To: International Office

From: [Requestor, academic unit, faculty]

Subject: Letter of intent – XYZ project proposal

Date:

A. Basic information

- What is the country or region involved in the proposal?

The University of Ottawa has developed a list of strategic priority countries and regions for research, external relations, international recruitment and student mobility. Does this project involve one of the priority countries or regions?

Country	*Region*
□ *Germany*	□ *West Africa*
□ *Australia*	□ *Latin America*
□ *Benin*	□ *Europe francophone*
□ *Brazil*	□ *Francophile regions of China, United States and India*
□ *Chili*	□ *International Francophonie*
□ *Cameroun*	□ *Major Canadian cities (Montreal, Toronto, Vancouver)*
□ *Chine*	□ *Morocco and the Maghreb*
□ *Colombia*	□ *Lyon region (Université de Lyon / PRES de Lyon) and Rhône-Alpes)*
□ *Costa Rica*	

List any other countries or regions

Checklist of countries continued:

□ *Equator*
□ *United States*
□ *France*
□ *India*
□ *Ireland*
□ *Japan*
□ *Malaysia*
□ *Panama*
□ *New Zealand*
□ *United Kingdom*
□ *Senegal*
□ *Singapore*
□ *Switzerland*
□ *Taiwan*

Notes (for IO internal use)

- List possible partner institutions or organizations

Notes (for IO internal use)

- Have you visited the above partner institutions or organizations? (Include details.)

Notes (for IO internal use)

- Provide your comments on the institutions international reputation and the main factors that set it apart (for example, a new university with new infrastructure, geographic advantages, world-renowned professors, discipline or well-respected research laboratory). *If applicable, the International Office will gather information on the various international rankings (*Times Higher Education*, Academic Ranking of World Universities*, etc.).*

Notes (for IO internal use)

- Are there any past or current partnerships with this institution or organization?

Notes (for IO internal use)

- Please list the names and contact information of individuals you have contacted.

- The partnership involves:
  - □ The University of Ottawa
  - □ A number of faculties
  - □ A single faculty
  - □ A department, laboratory, institute or centre
  - □ Researchers
  - □ Other:

  Details on the disciplines, programs or faculties being targeted:

- What is the source of or reason for the request? (Choose all that apply.)
  - □ Internal (department, faculty, centre)
  - □ Current research partnership
  - □ Change to or renewal of an existing partnership
  - □ External request from partner or potential funding body
  - □ Other:

- Has an academic staff member ("champion" professor or researcher) been chosen? (Please provide the individual's name.)

B. Description of project

- What is the main goal of the proposed partnership? Describe the project (3-4 sentences).

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Notes (for IO internal use)

- Describe how the project fulfills a need and indicate any deadlines.

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Notes (for IO internal use)

- Describe any travel requirements for the project and for who (students, professors, researchers, staff, etc.)?

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Notes (for IO internal use)

- Is there a possibility of obtaining any external funding or grants for the project?

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Notes (for IO internal use)

C. Strategic context

Does the project address objectives of *Destination 2020*?

Is it consistent with the University's mission and academic plans? [one paragraph]

- http://destination2020.uottawa.ca/documents/destination-2020-scorecard-and-definitions.pdf

Notes (for IO internal use)

- Is this project being proposed in order to meet one of the faculty or department's strategic goals?

Notes (for IO internal use)

Complete and sign below.

Approved by   _____

                             [Name and title of requestor]

Approved by   _____

                             [Name and title of professor in charge of project (if other than the requestor)]

Approved by   _____

                             [Name of department chair or director]

Recommendations (for IO internal use):

IO recommendation on whether to support project, with justification.

If the recommendation is in favour of supporting the project, provide a summary of the suggested scope of the project, the proposed deadline, steps required as well as examples of contracts, contract templates and any other suggested documents.

Approval (for Faculty use):

After having reviewing the documents submitted, the Faculty _____

□ Recommends   □ Does not recommend

pursuing the project, as it is outlined above.

Approved by   _____

                     [Name, title, faculty]   Date