**Review Process Template for Completion and Submission to the Office of the Provost Concerning the Development of External Relationships within Academic Affairs**

In order to expeditiously evaluate your request for the Provost’s support of the proposed external relationship, please respond to the following as concisely and directly as possible and include any supporting documentation you think necessary (e.g., draft of contract, MOU, etc.):

* Name of the proposed external party’s organization and address:

Name:Click here to enter text.

Address:Click here to enter text.

Phone Number:Click here to enter text.

* Purpose of the proposed relationship:

Click here to enter text.

1. Provide the background of the partner and an assessment of their capacity to carry out their obligations under the terms of the agreement. This should include the organization’s history with FGCU and its history in similar relationships, if any.

Click here to enter text.

1. Provide a description of the responsibilities of the FGCU participants and an assessment of their capacity to carry out each of the responsibilities described in the contract.

Click here to enter text.

1. Provide a description of how relevant units, either academic, administrative, and student affairs have been involved in the development of the agreement and evidence that they will support its implementation.

Click here to enter text.

1. Provide a description of how finances are handled and how collection and the distribution of the proceeds will occur. The description should include, at a minimum, expected revenue sources, safeguard(s) over funds held by the relationship during its life, and the method for determining the distribution of any residual balance.

Click here to enter text.

1. Provide a description of how complaints arising from the relationship will be handled and the terms and conditions associated with refunds, if applicable.

Click here to enter text.

1. State whether or not the external entity has requested the use of FGCU’s name, logo or trademark and proposed restrictions on the use thereof and proposed advertising of the relationship.

Click here to enter text.

1. Describe how fulfillment of the requirement that the external entity secures appropriate insurance and will indemnify the university from the actions of its own officers and gents will be handled.

Click here to enter text.

1. Provide a description of how risk has been assessed and satisfactorily mitigated. For example, what are the potential financial liabilities and what is FGCU’s pro rata share, if any?

Click here to enter text.

1. Provide a description of any relevant policy, regulation, statute, or accreditation standard that could be called into question through implementation of the relationship.

Click here to enter text.

Submit the materials to the Office of the Provost at least three weeks (obviously this timeframe would have to be much longer to accommodate approval processes associated with credit-bearing courses or programs) before planned execution of the agreement.