

Letter of Collaboration Request Form

A Letter of Collaboration (LoC) is a broad statement of cooperation by which Oregon State University and another institution initially express an interest in establishing a new relationship that will result in future collaborative activities, such as faculty and student exchanges, joint conferences and/or research projects. It is essentially a non-binding, "handshake" agreement to take steps in the future towards a more concrete program.

Agreements or collaborations should have the potential for thematic focus and start within an interested college or department to be successful in gaining traction for future collaborations. Your partnership should include areas of mutual interest, opportunities for new activities, and shared benefits. These collaborations should be in alignment with OSU's strategic goals and core mission.

A general Letter of Collaboration is initiated by the partner institution or by OSU. Any deviations to OSU's LoC template will require that the agreement be sent to Contract Services for review. This will result in a longer processing timeline. For assistance with your LoC, please contact Debbie Parkins in International Programs at Deborah.Parkins@oregonstate.edu or (541) 737-1503.

Partnership Institution:
Name _____
Address _____
Main Contact Name _____
<i>(This will be the person responsible for monitoring and maintaining the activities of this partnership)</i>
Position & Department _____
Email/Phone _____

OSU contact working with partner institution on this collaboration:
<i>(This will be the OSU person responsible for monitoring and maintaining the activities of this partnership)</i>
Name/Position _____
College/Dept. _____
Email/Phone _____
Name/signature of Dean/Dept. Approver _____ Date _____

Provide a brief description of any past collaborations between OSU and proposed partner:

List any area of mutual collaboration, activities, or research that you anticipate.
