



Legal Affairs

GT's Point of Contact (POC) Information:

Name & Title:

Department:

Email:

Phone:

Mail Code:

International Initiatives Program Involved (*please select one of the following*):

Provide the purpose of the agreement:

International Entity Information:

Name:

Address:

Name of Legal/Contracts Contact:

Phone:

Email:

Is this a part of a mandatory requirement?

Please specify estimated date the agreement is needed:

Please specify length of time for the agreement (in months/years):

Are there any administrative and programmatic terms with which International Initiatives does not agree or cannot comply or which may be problematic?

If so list here:

Does the agreement contain any GT obligations?

If so, please list obligations below:

GT POINT OF CONTACT RESPONSIBILITIES CHECKLIST:

Read the Agreement

Confirm the specific need for the Agreement aligns with Georgia Tech's mission, which may include discussions with applicable GT Student(s), Faculty, or Staff

Finalized programmatic and administrative aspects of the Agreement, as needed, with applicable Subject Matter Experts, e.g., pertinent Faculty or Staff in GT academic or administrative units

Serve as liaison for GT Faculty Member or Staff and assigned Attorney if Agreement review requested by such GT Faculty Member or Staff

Consulted with Supervisor before forwarding the Agreement for legal review on any objections, corrections, or revisions to the Agreement

Inform the Assigned Attorney throughout the review process of any objections, corrections, or revisions needed to the Agreement

NOTE: This Routing Form is not intended for use with the GT International Initiatives Agreement templates.

Please submit the fully completed and signed form to asklegal@gatech.edu for review and assignment. Failure to provide any of the information requested above may cause a delay in processing your agreement. For questions call 404.894.4812.