

## USU AGREEMENT QUESTIONNAIRE

### **REGISTRATION -**

For assistance with your new or existing USU Training or Support Agreement, please **register your request** at the USU Agreements Manager's website. Complete the AGREEMENT QUESTIONNAIRE form and submit it to the AGREEMENTS MANAGER at [agreements@usuhs.mil](mailto:agreements@usuhs.mil). A tracking number will be assigned. If you are uncertain whether your existing agreement should be renewed or if you have questions about a new agreement, it is recommended to complete and submit the questionnaire. When a draft agreement has been written, the Agreements Manager coordinates it electronically to the designated USU Reviewers/Approvers until the point of final signature. It's important to register your request at the agreements website to receive a tracking number and then monitor your email messages for any action, information, or notices that pertain to the completion of your USU Training or Support Agreement, i.e., MOU, IAA, Training.

### **USU Requestor** (Section A – Agreement Questionnaire)

The USU Requestor and the Agreements Manager together monitor the agreement process through the Other Organization. The Agreements Manager maintains contact with the Other Organization and answers any administrative questions and comments raised during the agreement review process. The USU Requestor's **primary** responsibility is to: address technical, scientific, educational and scheduling issues or any related questions that may arise. The USU Requestor shall also act as a proponent for the agreement as well as maintain contact with the Other Organization and the USU Agreements Manager throughout the agreement process.

### **Other Organization (party) to Agreement** (Section B – Agreement Questionnaire)

The person named for the Other Organization should be an individual who will be an advocate for the training, project or program specified in the agreement. This contact person will help direct the agreement through their organization for signature. So it's important before providing this name, that this individual is able to perform this function.

### **Training Agreement Information** (Section C – Agreement Questionnaire)

The Agreements Manager accepts requests from USU students and residents. Students/residents must obtain academic approval of the training/project from the appropriate Faculty member before requesting the Agreements Manager to draft an agreement. Every effort will be made to meet a student's/resident's schedule requirements, but the more lead time given will likely result in having the agreement approved before the training/ project begins.

Other than academic approval, students/residents may be required to obtain training/project approval. These approvals might include military clearance, travel and per diem, and country clearances for training outside the United States. The student/resident alone is responsible for making sure that all such approvals are in place in sufficient time to start the training or project. The USU Agreement Manager's functions do not include the obtaining of these types of approvals.

**Other Support Agreements Information** (Section D – Agreement Questionnaire)

If not a training agreement, then the USU Requestor should address this set of specific questions, at the first registration request. This information helps determine the proper levels of oversight and management for the project.

Oversight & Management - Normally, after a USU support agreement is written and approved, it's distributed only to the reviewing and signing parties in the agreement. USU supports agreements often contain "follow on activities" which subsequently require coordination with other USU offices, such as, Resource Management (VRM), Grants (GRT), Contracts (CTR), Finance (FMG), Research (VPR), Scientific (OSM) or Sponsored Programs (OSP).

If you're uncertain whether your agreement request will result in some form of follow on activities, then it's recommended that you complete this Section D of the agreement questionnaire.

**USU Agreements Process**

