

Digital MOU Submission Form Checklist

The form is available here at

<https://forms.office.com/Pages/ResponsePage.aspx?id=6ner6gW040mh6NbdI6HyhjLTi33JJJdNiTdM5Xa65UZUOVNUQjZDNk11QVdMMVBXNDdRODdST1RCNCQIQCN0PWcu>

Below is a list of documents and details you may wish to have to hand to help you prepare for completing the online form **as the form must be completed in full once commenced** as drafts cannot be currently saved and retrieved.

1. A copy of the previous MOU if this is a renewal proposal.
2. Partner details:
 - a. Year founded.
 - b. Contact details of main contact in partner.
 - c. Proposed partner details.
 - i. Main postal address.
 - ii. Other campus/postal details.
 - iii. Website address.
 - iv. Social media details.
3. A statement on how this partnership aligns with Strategy 2030.
4. A statement on the intended outcomes of the intended partnership. This could include (but is not limited to) the following:
 - a. Educational partnership
 - b. Collaboration on research activity including funding proposals and/or publications
 - c. Student placements or exchanges, here or at intended partner
 - d. Visiting scholars/students at intended partner or vice-versa
 - e. Organisation of academic conferences, seminars or workshops
 - f. Other planned activities
5. A statement on other relevant information.
6. A copy of the partner's proposed MOU template if the partner is not using the Queen's template – this is needed for a Legal Services review.
7. Evidence of strategic agreement in principle by the partner – a copy of an email/letter.
8. Partner contact details for MOU signature.
9. Planned dates and duration of the MOU.
10. Corporate status of the partner.
11. A statement on the benefits of the partnership to the partner.
12. Details on the previous relevant experience of the proposed partner in international research and/or educational partnerships, including details of any existing or former

(expired/failed) engagements or formal arrangements with Queen's or other universities. (Please provide details on each arrangement separately).

13. Information on the academic standing of the proposed partner?
(For example their position in global league tables such as Times Higher World University Rankings. Please provide evidence).
14. Check is the partner organisation listed on the UK government website as a Proscribed Terrorist Groups or Organisations
<https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>
15. Check if the named contact listed on the UK government website on the current list of designated persons, terrorism and terrorist financing.
<https://www.gov.uk/government/publications/current-list-of-designated-persons-terrorism-and-terrorist-financing>
16. Check if the partner organisation or named contact on the UK's list for organisations or individuals subject to financial sanctions

<https://www.gov.uk/government/publications/financial-sanctions-consolidated-list-of-targets/consolidated-list-of-targets>
17. Check if the partner organisation or named contact on the OFSI Consolidated List

<https://sanctionssearch.ofsi.hmtreasury.gov.uk/>
18. Check if the partner organisation or named contact on the US Consolidated Screening List (CSL)?

The CSL is a list of parties for which the United States' Government maintains restrictions on certain exports, re-exports or transfer of items.

<https://www.trade.gov/consolidated-screening-list>
19. Check if the partner organisation or named contact on the UN Security Council Consolidated List?

<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>
20. Check if an online search of news articles relating to this partner organisation cause any concern?

Media searches can be conducted via use of Google News and/or Nexis UK accessible via our online Library Databases.

Please include the terms below alongside your media search. Please add any additional search terms which may be relevant to the region/geographical location etc.

Abuse, academic freedom, bribery, controversy, corporate manslaughter, corruption, discrimination, exploitation, extremism, financial irregularity, fraud, freedom of

speech, health and safety breach, human rights, illegal, litigation, slavery, safeguarding, arms trade, defence, embargoes, sanctions, tobacco, national security

21. Upload information/evidence of any potentially concerning articles either by providing web links or attaching documents