

Appendix A: Collaborations With External Organizations – Checklist

Please refer to the Approvals section of the *Guidelines for Continuing, Professional and Executive Education* for further information on this checklist.

Division Information	
Name of division:	
Proposed type of activity:	
Divisional lead on activity (name and title):	

Information on Proposed Partner	
Name:	
Type of organization:	
Does a prior relationship with this partner exist?	

Information on Proposed Activity	
Title of proposed activity:	
Open enrolment or customized:	
Length of activity:	
Proposed start date:	
Is this a recurring activity? If yes, please specify:	
Brief description of the scope and nature of activity, including alignment with the strategic priorities of the division:	
Does the proposed activity fully cover its costs according to the Costing/Funding Model (Appendix D)? If not, please explain.	
Describe the division of responsibilities between U of T and the partner for the proposed activity, including who owns or can re-use the materials developed.	
Who would conduct/teach the activity? What is their status at or relationship to U of T?	
What do participants or learners receive upon completion of the activity?	

Information on Proposed Activity	
Are any other divisions or U of T offices involved in designing or delivering this activity?	
Any other relevant information about this activity. e.g., field trip component, use of bio-hazardous materials, security clearance requirements, etc.	

International Component, if Applicable	
Location of organization:	
Location of proposed activity:	
Name of person in the International Relations portfolio who has been consulted:	

Experiential Learning Component, if Applicable	
Short description of experience, including length of activity and location of site:	

Divisional Oversight and Approvals	
Has the proposed activity received decanal approval as per the <i>Guidelines for Continuing, Professional and Executive Education</i> ?	

Contracts	
Term of contract:	
Is there an agreement or contract (please attach)? If not, why not?	
Does the Dean have signing authority for the contract or agreement as per the <i>Policy on Approval and Execution of Contracts of Documents</i> and the <i>Provostial Guideline for Academic Divisions on Contracts</i> ?	

Please submit this document to the [Director of Academic Affairs](#), Office of the Vice-President and Provost.