Global Programs and Strategy Alliance Agreements

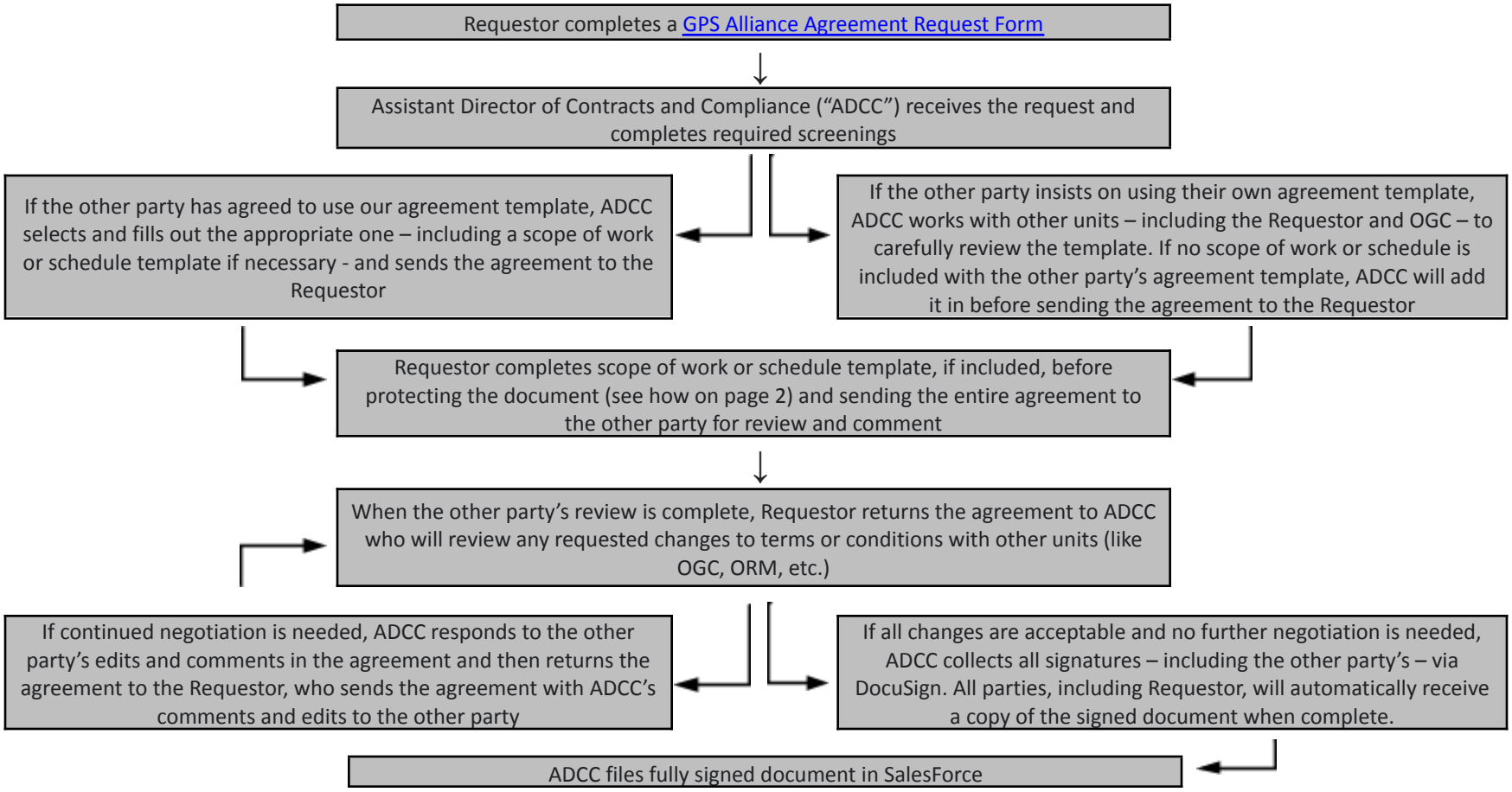
Standard Operating Procedure for Requestors

The following process is used when:

1. a new GPS Alliance agreement is needed *(e.g., an agreement with a new partner, a re-negotiation of an existing agreement that is outdated, etc.)* or
2. there is a change to an existing GPS Alliance agreement *(e.g., a new schedule or scope of work, an extension of the end date, a change in terms, etc.)*.

GPS Alliance agreements include:

- International exchange and study abroad agreements;
- Contracts for Professional Services (CPS) for international program providers, including for providers of short-term instructor-led programs abroad;
- Memoranda of Understanding (MOU) with international entities;
- "2+2" agreements where int'l students spend the first 2 yrs of study in their home country then transfer to UMN for the final 2 years to obtain a UMN degree.



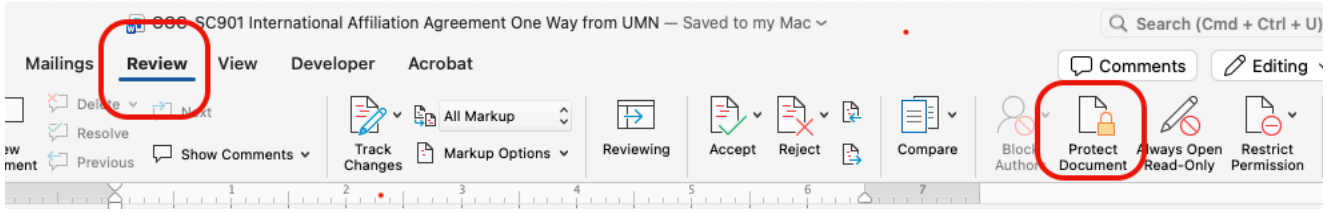
Please contact gpscontracts@umn.edu with questions or feedback about this process.

How to protect a document so that all changes will be tracked

Depending on which version of Microsoft Word you are using, you will use one of the following two options:

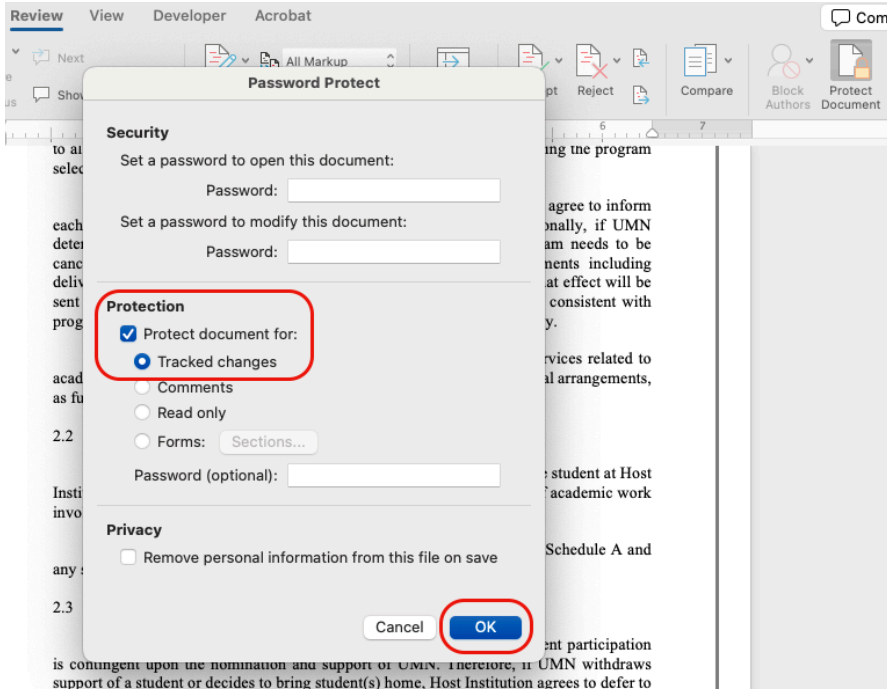
Option 1:

1. Open the document and select “Protect Document” under the Review tab.



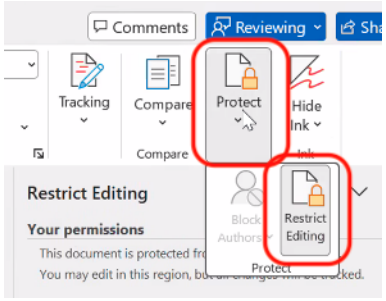
2. In the popup that appears, check the box that says “protect document for” and make sure that “Tracked changes” is selected.

3. Click “OK”.

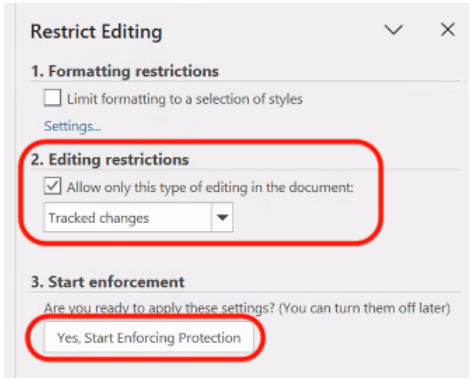


Option 2:

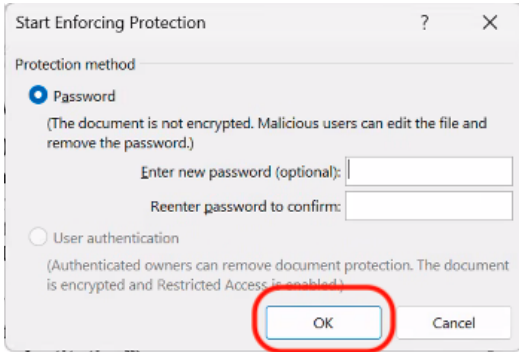
1. Open the document and select “Protect” and then “Restrict Editing” under the Review tab.



2. In the popup that appears, check the box that says “Allow only this type of editing in the document:” and then select “Tracked changes” from the dropdown menu. Then, click “Yes, Start Enforcing Protection”.



3. If you are prompted to assign a password to the document, leave the password fields blank and click “OK”.



Last edited: 03 Aug 2026