

ADMINISTRATIVE SUPPORT AGREEMENT

THIS ADMINISTRATIVE SUPPORT AGREEMENT (hereinafter referred to as the "Agreement") made and entered into as of the June 10th, 2013 by and between the George Washington University, a congressionally chartered nonprofit corporation (hereinafter referred to as "University") and the International Council for Small Business, a California nonprofit corporation (hereinafter referred to as "ICSB").

WITNESSETH:

WHEREAS, University and ICSB first entered into an agreement for the purposes of providing administrative support services to ICSB commencing on July 1, 2003 and renewed the relationship in a second agreement commencing on July 1, 2008;

WHEREAS, the parties wish to clarify the terms of the administrative support by entering into this Agreement;

WHEREAS, University is the owner of that certain building on the Washington, DC Campus of the George Washington University having an address of 2201 G Street, NW, Washington, DC (the "Building");

WHEREAS, in furtherance of its educational and research mission related to small business and global entrepreneurship, University desires to provide ICSB with administrative support and to grant ICSB a license to occupy and operate that certain space in the Building; and

WHEREAS, ICSB desires to accept such support and grant upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, for and in consideration of the mutual covenants and promises herein set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, University and ICSB agree as follows.

I. TERM

1.1 Term. The term of this Agreement (the "Term") will commence on July 1, 2013 ("Commencement Date") and will terminate at midnight on, June 30, 2018, unless sooner canceled or terminated as hereinafter provided.

II. SPACE

2.1 Space. The space will be located in the Building and will include an office or offices sufficient for the Executive Director, Operations Manager, and Work Study Student (hereinafter referred to as the "Space"). Additionally, the University will provide sufficient storage space for ICSB files and other related materials, such as awards and conference materials, and will maintain a catalog listing of such materials.

2.2 Appointment. University hereby grants to ICSB, and ICSB hereby accepts, a license to operate in the Space upon the terms and conditions hereinafter set forth. The rights and duties hereby granted to and herein contained will not be construed so as to constitute the relationship hereby created between University and ICSB as an employment, agency, partnership, joint venture or otherwise.

2.3 Operation. The Space will be used for the administration of ICSB and for no other purpose without the prior written consent of University. In connection with ICSB's use of the Space, ICSB and ICSB's agents, contractors, customers, directors, employees, invitees, officers and patrons will also have the non-exclusive right, in common with University and University's employees also in the Building, to use the common public areas of the Building and the land on which the Building is situated, as such common public areas are designated as such by the University, including parking and restroom facilities serving the Building. ICSB will not use or occupy the Space for any unlawful purpose, and will comply with all present and future laws, ordinances, regulations, and orders of all governments, government agencies and any other public authority having jurisdiction over the Space of ICSB's operations therein.

2.4 Condition of Space. The Space is licensed in the "AS IS, WHERE AS" condition with all faults, order and condition as the Space then exist.

2.5 Relocation. At the sole election of University, University will have the right, at any time to relocate the ICSB Space to another location in the Building at no cost or expense to ICSB. University will pay the reasonable cost of moving all furniture and property. Such new location will provide sufficient space for ICSB purposes.

2.6 Signage. The Space will be identified with signage as the "Office of the International Council for Small Business."

2.7 Alterations. ICSB will make no changes or alterations to the Space nor have such alterations performed on its behalf without the prior written consent of University in each instance. It is distinctly understood that all alterations whether made by or at the expense of University or by ICSB and including without limitation wall paper and coverings, floor tile, ceiling light fixtures, window blinds, wall to wall carpet, and any other fixtures and equipment attached to, or built into, the Space as of the Commencement Date or during the term of this Agreement (whether made with or without University's consent, and whether or not made at University's or ICSB's expense) will be and remain part of the Space and be deemed the property of University, to be surrendered with the Space at the expiration of this Agreement without disturbance, molestation or injury.

2.8 Furnishing; Equipment. The Space will include adequate office furniture, sufficient filing capacity, telephones, computer support, and internet access. It will be ICSB's responsibility to provide any additional furniture, fixtures or equipment beyond what the University provides as of the Commencement Date.

2.9 Shared Space. The University will provide meeting space, upon request and as available, for meetings directly related to ICSB business.

2.10 ICSB's Property. ICSB's personal property, including but not limited to its files and data, and including any furniture, fixtures or equipment it may bring to the Space, and the property of any officer, director, employee and invitee, and of any agent or contractor, brought into and located within

the Building or within the Space will remain therein at the sole risk of such party. Except to the extent caused by University's negligence or willful misconduct, University will have no liability for any accident to or damage to such personal property and obligation to protect, repair or restore the same. ICSB will remove all of its personal property not affixed or attached to the Space from the Building and the property at the expiration or earlier termination of the Agreement.

III. PERSONNEL

3.1 Personnel. The University will provide an Executive Director, Operations Manager, and a part-time Work Study Student (as available and necessary). All personnel appointments must be approved by the ICSB President and the ICSB Board of Directors prior to any action. Descriptions of these positions are included in Exhibit A, attached hereto and made a part hereof by this reference.

3.1.1 The Executive Director (and Operations Manager through the Executive Director) will report to and receive supervision from the ICSB Board and the ICSB President, in consultation with the University's Chair of the Management Department at the School of Business. The University will not assume, and it expressly disclaims, any responsibilities or liability to ICSB for any acts or omissions of the part of the Executive Director, the Operations Manager, and a Work Study Student arising from this Agreement.

3.1.2 The individuals employed for the Executive Director and Operations Manager positions shall be employees of the University eligible for standard benefits applicable to similarly situated employees of the University. The Work Study position will be governed by the rules applicable to the federal work study program. The positions will be funded by ICSB per Article 4 of this Agreement. All individuals employed to provide services pursuant to this Agreement must be legally authorized to work in the United States.

3.1.3 The parties understand and agree that the employees who fill the positions pursuant to this Agreement are at-will, and such employment may be terminated by the University without cause. University reserves the right, in its sole discretion, to take disciplinary action, up to and including termination of any employee hired pursuant to this Agreement in the event the University reasonably believes that the employee is not performing services in a professional or competent manner or for any other reason, including but not limited to misconduct or inappropriate behavior, in accordance with University policies and consistent with the at-will status of the employees hired pursuant to this Agreement. Notwithstanding the above, the parties agree that any expiration or termination of this Agreement will result in the termination of employment for the positions created pursuant to this Agreement, and the employees will not be entitled to any further benefits or payments as of the effective date of termination.

3.1.4 The employment and other applicable policies of the University in effect from time to time including but not limited to, policies prohibiting sexual harassment and other forms of unlawful discrimination, will govern the employment of positions pursuant to this Agreement, except to the extent the provisions of this Agreement expressly conflict or are inconsistent with such policies, in which case the provisions of this Agreement will control. This section is not intended to abrogate the at-will nature of the employment.

3.1.5 In accordance with the terms of Section 3.3, ICSB retains the right to make decisions on employee status.

3.2 Personnel Actions. If the Executive Director and Operations Manager should become unacceptable to ICSB, then ICSB may request his or her removal in writing including the date of removal. In the event that the University believes, in good faith, that the ICSB's requests for the removal of an employee could cause the University to violate Section 3.5 of this Agreement, appropriate representatives of ICSB and the University shall discuss ICSB's concerns prior to the taking of any such action.

3.3 Performance Measures. Annually, the ICSB Board of Directors (or its designated senior official(s)) and the Executive Director shall prepare performance measures for the Executive Director and Operations Manager positions. The measures will be based upon the following: (a) projects and work in support of the ICSB Board of Directors' activities, (b) the vision and mission of ICSB, and (c) the timeliness and completeness of work undertaken and completed. Furthermore, the positions will be responsible for the following:

3.3.1 Ensure that all motions of the ICSB Board of Directors are implemented in a timely fashion;

3.3.2 Fully implement all activities placed under their control; and

3.3.3 Take the initiative to bring forth new ideas, innovations and suggestions designed to improve the international reputation of ICSB and to improve the management of ICSB.

The performance measures shall be delineated at the Board of Directors meeting, at which the Executive Director is present. The performance of the Executive Director and the Operations Manager will be measured against the performance measures that are set each year. Adjustments to such performance measures will be made by the ICSB Board as necessary and appropriate. The performance measures and the requirements contained herein will be reviewed annually by a Committee of the ICSB Board. ICSB will share its evaluation of the Executive Director's and Operations Manager's performance each year, so that the University can use that information for the University's annual performance review of each employee.

3.4 Additional Personnel. Should the need arise for additional personnel to support the administrative needs of ICSB, the University will notify the ICSB President and ICSB Board Committee to discuss and will not, under any circumstances, hire for an additional position without the approval of same, unless the University wishes to contribute the additional personnel without cost. All personnel appointments must be approved by the ICSB President and the ICSB Board of Directors prior to any action.

3.5 Equal Opportunity and Affirmative Action Employer. Neither the University nor ICSB shall discriminate because of race, color, religion, sex, age, sexual preference, national origin, disability or status as a Vietnam veteran, as defined and prohibited by applicable law, in the recruitment, selection, training, utilization, promotion, termination or other employment related activities of its employees. Each party affirms that it is an equal opportunity and affirmative action employer, and shall comply with all applicable federal, state and local laws and regulations relating to non-discrimination and affirmative action.

IV. FINANCIAL TERMS

4.1 Personnel. ICSB will provide: (a) One Hundred Twenty Thousand Dollars (\$120,000) per fiscal year (July 1 through June 30) for the salaries of the Executive Director, Operations Manager and Work Study Student and (b) the cost of the fringe benefits for the Executive Director and Operations Manager positions. The amount of fringe benefit allocation is set at the official rate published by the University each year in conformance with federal law. ICSB shall make such payments on a quarterly basis beginning on July 1, 2013 in accordance with Section 4.5 below. The University will not be responsible for any work related travel expenses for the personnel. Should ICSB determine that either the personnel should attend a meeting, ICSB will pay for all travel expenses.

4.2 Space and Utilities. At no cost to ICSB, the University will furnish and provide the Space in good working order standard items including usual and customary utilities to the Space such as electric, heating, cooling, exterior and common area maintenance, cleaning and janitorial services, pest control, trash removal, lighting, windows, window coverings, and in common with University's employees in the Building: (a) restroom facilities in the Building, including on the third floor; (b) security services for the Building, Space, common areas, and parking areas; and (c) elevator and stairs servicing the Building.

4.3 Telecommunications and Internet. The University will provide up to a maximum of Twelve Thousand Dollars (\$12,000) per fiscal year, for telecommunications (including telephones and fax) and internet service. The University will provide an accounting of charges related to the telecommunications and internet services on a quarterly basis so that ICSB can monitor usage. If telecommunications and internet costs exceed or are expected to exceed \$12,000 within a fiscal year, the University will provide an estimate of costs for the remainder of the fiscal year. ICSB will be invoiced for the amount over \$12,000 unless otherwise agreed upon by the parties. Any necessary invoice will be sent on a quarterly basis.

4.4 Administrative Supplies. The University will provide up to a maximum of Five Thousand Dollars (\$5,000) per fiscal year, for administrative supplies, such as printers, copiers, postage, paper, pens, etc. The University will provide an accounting of charges related to the administrative supplies on a quarterly basis so that ICSB can monitor usage. If administrative supplies exceed or are expected to exceed \$5,000 within a fiscal year, the University will provide an estimate of costs for the remainder of the fiscal year. ICSB will be invoiced for the amount over \$5,000 unless otherwise agreed upon by the parties. Any necessary invoice will be sent on a quarterly basis.

4.5 Payments. ICSB will make such payments due under this Agreement to University by check, payable to "The George Washington University," mailed or delivered to: School of Business, Management Department, 2201 G Street, NW, Suite 315, NW, Washington, D.C. 20052, or to such other party or to such other address as University may designate from time to time by written notice to ICSB. If University at any time or times accepts a payment after it will become due and payable such acceptance will not excuse delay upon subsequent occasions, or constitute, or be construed as, a waiver of any or all of University's rights hereunder.

INSURANCE, LIABILITY, AND INDEMNIFICATION

5.1 ICSB's Insurance. ICSB agrees to maintain the following insurance:

- General Liability Insurance coverage of One Million Dollars (\$1,000,000.00) per occurrence with an annual aggregate amount of Two Million Dollars (\$2,000,000.00);
- Directors & Officers (D&O) Insurance coverage of One Million Dollars (\$1,000,000.00) endorsed to include employment practices liability coverage; and
- An all risk property damage policy with one hundred percent (100%) replacement cost coverage covering ICSB's property in the Space.

All such insurance required above will be primary and non-contributory, written by insurance companies qualified to do business in Washington, District of Columbia with A.M. Best ratings of "A" or better in the latest edition of Best's Insurance Guide of Key Ratings. ICSB will bear all costs of all deductibles and will remain solely and fully liable for the full amount of any claim not compensated by insurance. ICSB will name University as an additional insured on its General Liability insurance policies and, upon University's request, will deliver to University Certificates of Insurance evidencing the same. Each such certificate will be signed by an authorized agent of the applicable insurance companies and will provide that thirty (30) days' notice of cancellation will be given to University prior to cancellation or non-renewal.

5.2 Waiver of Subrogation. ICSB will obtain from its insurers under all policies maintained by them at any time during the Term of this Agreement insuring or covering the Building or any portion thereof or operations therein, a waiver of all rights of subrogation which the insurer of ICSB might have against the University, and ICSB will indemnify the University against any loss or expense, including reasonable attorney's fees, resulting from the failure to obtain such waiver.

To the full extent permitted by law, ICSB indemnify the University from liability, for loss or damage to the extent such loss or damage is covered by valid and collectible insurance in effect at the time of such loss or damage or would be covered by the insurance required to be maintained under this Agreement by the party seeking recovery.

The foregoing waiver of subrogation excludes any claim or liability resulting from the gross negligence or willful misconduct of, or breach or failure to perform hereunder by the University, its agents or employees.

5.3 Indemnification.

5.3.1 ICSB agrees to indemnify, defend, and hold harmless the University and its officers, trustees, employees and agents from and against all claims, demands, liabilities, suits, damages, costs and expenses of every kind and description, including penalties and reasonable attorneys' fees, proximately resulting from: (a) any negligent act or omission of ICSB or its officers, employees and agents; (b) any negligent acts or omissions of the Executive Director, Operations Manager, Work Study Student or other employee hired to pursuant to this Agreement made pursuant to directives made by ICSB; (c) any claims brought by the Executive Director, Operations Manager, Work Study Student or other employee hired to pursuant to this Agreement related to or arising out of his or her employment by the University and ICSB's request for removal of such employee; and/or (d) any breach by ICSB of any obligation, representation, or warranty under this Agreement. The obligations under this paragraph shall survive the termination of this Agreement. This indemnification language will apply to any and all agents, employees, officers, contractors, or invitees.

5.3.2 University agrees to indemnify, defend, and hold harmless the ICSB and its officers, employees and agents from and against all claims, demands, liabilities, suits, damages, costs and expenses of every kind and description, including penalties and reasonable attorneys' fees, proximately resulting from any negligent act or omission of the University or its trustees, officers, employees and agents, or any breach by the University of any obligation, representation, or warranty under this Agreement. This indemnification language will apply to any and all agents, officers, employees, contractors, or invitees.

5.3.3 Each party agrees not to incur any cost or expense with respect to any loss or claim for which it seeks indemnity under this Section 5.3 without the other party's prior written approval; provided, however, that the foregoing shall not apply in the event that the other party has in writing rejected, denied or otherwise failed to reasonably and timely respond to the indemnification request with respect to such loss or claim. Each party agrees to cooperate fully with the other party in the investigation, defense and settlement of all such losses and claims.

5.5. Force Majeure. Neither party will have no liability hereunder in the event that the party is delayed or hindered in, or prevented from the performance of, any act required under this Agreement by reason of restrictive governmental laws, orders, rules, regulations or requirements, riot, insurrection, civil commotion or disturbances, results of any warfare or war-like conditions, sabotage, explosions, accidents, vandalism or malicious, fire or other casualty, exercise of police power, inclement weather, acts of God or any other cause(s) beyond the reasonable control of such party (unless such event or occurrence results, directly or indirectly, from misconduct or negligence of that party or its employees), provided, however, that each party will fully perform all or its obligations and liabilities for which performance was postponed under this paragraph as soon as practical following the cessation of the applicable foregoing events or occurrences.

5.6 University's Access. ICSB will permit University, or its agent, employees or contractors, to enter the Space at all reasonable times and in a reasonable manner to examine, inspect and protect the Space. University will use reasonable efforts to minimize interference to ICSB's operations in the Space. ICSB will further permit the University, its agents and designees, to erect, use and maintain pipes, ducts, wiring and conduits in and through the Space and to enter the Space and any part thereof in the event of an emergency. The University or University's agents will have the right to enter upon the Space to perform janitorial and cleaning services and to make such decorations, repairs, alterations, improvements or additions to the Space as the University may deem necessary or desirable, and the University will be allowed to take all material into and upon the Space that may be required thereof without the same constituting an eviction of the ICSB in whole or in part. The University will use its best efforts to exercise the foregoing rights with minimal business interruption to ICSB's use of the Space.

VI. CANCELLATION AND TERMINATION

6.1 Default. The occurrence of any one or more of the following events during the Term (regardless of the pendency of any bankruptcy, reorganization, receivership, insolvency or other proceedings, in law, in equity, or before any administrative tribunal, which has prevented or might prevent compliance by ICSB with the terms of this Agreement) will constitute an event of default (individually and collectively referred to as "Event of Default") hereunder: (a) ICSB abandons the Space or removes its materials from the Space; (b) ICSB fails to make any installment of any Quarterly Payment or any other undisputed sum herein specified to be paid by ICSB for ten (10) days after University has

given to ICSB written notice thereof; (c) ICSB fails in the observance or performance of any ICSB's material covenants, agreements or obligations hereunder (except for financial obligations which are covered under 6.1(b) and such default will not be cured within thirty (30) days after University will have given to ICSB written notice specifying such default or defaults.

6.2 Remedies. Upon the occurrence of any Event of Default, University will have the right, in addition to any other right or remedies University may have under this Agreement and at law and in equity, at its election (i) immediately to declare due and payable as if by the terms of this Agreement any unpaid or any portion of any unpaid Quarterly Payment that is owed for services actually provided, and/or (ii) to distrain for such unpaid Quarterly Payment, and/or (iii) after providing 180 days' notice and amount of time to vacate the Space (if necessary), to reenter the Space and remove all materials and property.

6.3 Obligations Upon Termination. On or before the effective date of termination, ICSB will promptly remove all of its materials from the Space.

6.4 Limitation of Liability. Neither party will be responsible for, nor entitled to, any indirect, consequential (including lost profits) or punitive damages, regardless of whether the theory giving rise to such damages is tort or contract or otherwise. In no event will the University be responsible to ICSB for any amounts in excess of the amount paid by ICSB to the University hereunder.

VII. MISCELLANEOUS PROVISIONS

7.1 Headings. The headings used herein are for the purpose of convenience only and should not be used in construing the provisions hereof.

7.2 Notice. All notices, demands or requests provided for or permitted to be given pursuant to this Agreement must be in writing and will be deemed to have been properly given or served by personal delivery, overnight delivery, or by depositing in the United States Mail, postage, sent registered or certified, return receipt requested, to the addressee set forth below:

University: Chair
Department of Management
The George Washington University
School of Business
2201 G Street, NW
Washington, D.C. 20052

ICSB: Office of the International Council for Small Business
The George Washington University
School of Business
2201 G Street, NW, Suite 315
Washington, D.C. 20052

All notices, demands and requests will be effective upon being so delivered personally or upon being so deposited in the United States Mail or with overnight courier. However, the time period in which a response to any notice, demand or request must be given, if any, will commence to run from the date of personal delivery or receipt of the notice, demand or request by the addressee thereof, as

evidenced by the return receipt. Rejection or other refusal to accept or the inability to deliver because of changed address of which no notice was given will be deemed to be receipt of the notice, demand or request sent.

7.3 Entire Agreement. This Agreement represents the entire agreement between the parties with respect to the subject matter hereof, and supersedes all other prior agreements, representations and covenants, oral or written. Amendments to this Agreement must be in writing and signed by both parties.

7.4 Successors, Assigns. Except as otherwise provided in this Agreement, ICSB may not assign or delegate any rights or obligations under this Agreement without the prior written consent of University. Notwithstanding the above, upon advance written notice to University, ICSB may assign all of its rights and obligations under this Agreement to any person or entity that controls ICSB, is controlled by ICSB, or is under common control with ICSB or to any successor in interest that acquires all or substantially all of the assets of ICSB. Subject to the limitations set forth above concerning assignment, this Agreement will inure to the benefit of and be binding upon the parties hereto, their respective heirs, representatives, successors, and assigns, and anyone claiming by, through, or under any of them.

7.5 Governing Law. This Agreement will be governed by and construed in accordance with the laws of the District of Columbia.

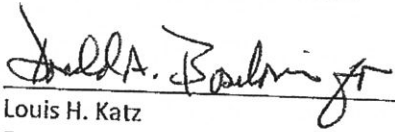
7.6 Counterparts. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

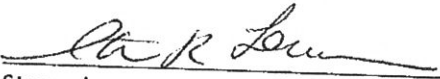
7.7 Severability, Covenants and Conditions. Every provision of this Agreement is intended to be severable. If any term or provision hereof is illegal for any reason whatsoever, such provision will be severed from the Agreement and will not affect the validity of the remainder of this Agreement. All of the terms and conditions of this Agreement are expressly intended to be construed as covenants as well as conditions.

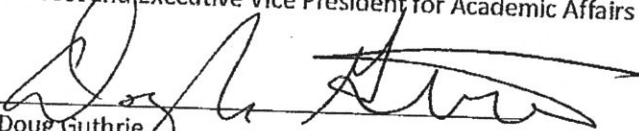
7.9 Waiver of Jury Trial. University and ICSB hereby waive trial by jury in any action, proceeding or counterclaim brought by either of the parties hereto against the other on or with respect to any matter whatsoever arising out of or in any way connected with this Agreement, the relationship of University and ICSB hereunder, ICSB's use of the Space, and/or any claim of injury or damage.

IN WITNESS WHEREOF, the parties hereto have executed this Administrative Support Agreement under seal as of the date first above written.

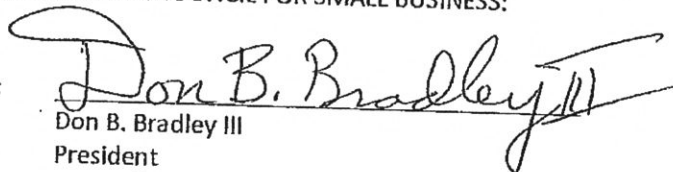
THE GEORGE WASHINGTON UNIVERSITY


By: 
Louis H. Katz
Executive Vice President and Treasurer

By: 
Steven Lerman
Provost and Executive Vice President for Academic Affairs

By: 
Doug Guthrie
Dean, School of Business

INTERNATIONAL COUNCIL FOR SMALL BUSINESS:

By: 
Don B. Bradley III
President

By: 
Jeff Alyes
Senior Vice President, Finance & Control

PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS
Transmittal Form for Approval of Academic Agreements
Pursuant to the Approval of Academic Agreements Policy

1. Parties Involved in the Agreement:

GW School/Department: GW School of Business

Other Party: International Council for Small Business

2. Length of the Agreement: 5 years

3. Type of Agreement (Circle One): *NEW* - RENEWAL - *AMENDMENT*

4. Financial Estimates:

Estimated Costs: \$685,000.00

Estimated Revenue: \$600,000.00

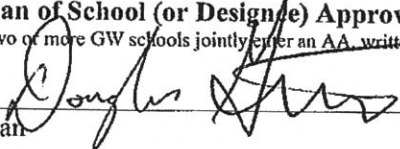
5. Purpose of the Agreement:

This agreement is a renewal for administrative support between ICSB and GW. GW will provide space at 2201 G Street NW and administrative personnel to include an Executive Director, Operations Manager and part-time work study student. GW will also provide telecommunications & internet up to \$12,000 per fiscal year and administrative supplies up to \$5,000 per fiscal year. ICSB will provide \$120,000 per fiscal year for the salaries of the three employees. The reputation of this center has been beneficial for the School of Business and we wish to continue this partnership, as the dean's office finds this beneficial for the reputation of the school.

PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS
Transmittal Form for Approval of Academic Agreements
Pursuant to the Approval of Academic Agreements Policy

Title of Agreement: MOU between GW and ICSB between
 GW Department/School: GW School of Business and
 Other Party's Name: International Council for Small Business
 For the Purpose of: Administrative Support for ICSB
 Department/School Contact Person: Andrew Salzman Phone: 202-994-3210

1. **Dean of School (or Designee) Approval** (certifying Finance Director review)
 If two or more GW schools jointly enter an AA, written approval here from both or all GW schools is required.

 _____
 Dean Date

2. **Collateral Review Approval** (if applicable, otherwise write N/A in the signatory line)

Office of Risk Management: N/A _____
 Director Date

Office of Research: N/A _____
 VP for Research Date
Signature is required for research related agreements

International Programs: N/A _____
 Associate VP for International Programs Date
Signature is required for international AAs

Off-campus Programs: N/A _____
 Dean, College of Professional Studies Date
Signature is required for Off-Campus Programs

4. **Office of General Counsel Approval**

 _____
 OGC attorney Date 7/13/12

5. **Provost and EVPAA (or Designee) Approval**

 _____
 Steven R. Lerman Date 7/25/12

6. **EVPT (or Designee) Approval** (If the EVPAA determines there are substantial financial implications for GW, EVPT must sign contract)

 _____
 Louis H. Katz Date 7/26/12

***Last Signing Party (Provost and EVPAA or EVPT), please e-mail a copy of the signed agreement back to the OGC attorney and return the original agreement to the originating department.**

This transmittal form is designed as the last step in gaining the signature of the President or Provost and EVPAA for a fully-finished Academic Agreement (AA). The form, with all required signatures, should accompany all AAs. The Department originating the AA must:

- o Obtain the written approval of the required persons;
- o Attach the completed transmittal form to 2 originals of the AA and send to the Provost and EVPAA, who will sign both originals of the AA;
- o Once this process is complete, the Office of the Provost and EVPAA will contact the originating office to pick up the agreement so outside signatures can be obtained.

When outside signatures are completed, provide one original of the final AA signed by all Parties to the Office of the Provost and EVPAA, Rice Hall, Suite 813, 2121 I St, NW, Washington, DC 20052.

PROVOST AND EXECUTIVE VICE PRESIDENT
 FOR ACADEMIC AFFAIRS

