

# Affiliation Agreements Process

for MMCGME organizations

## PROGRAM

- A trainee wants to train at a new site; complete form if program has one
- Determines if new agreement is needed; confer with PD, PC, Ed Mgr, Finance Mgr, Chair
- If agreement is necessary, complete this form ([link](#))

## SPONSORING INSTITUTION

- Reviews form
- Determines if agreement is necessary
- Determines agreement type
- Drafts agreement
- Consults with Legal and/or Finance

## SITE CENTRAL OFFICE

- Reviews
- Validates
- Edits
- Consults with Legal and/or Finance
- Edits (if necessary)
- Confirms with Sponsoring Institution

## When Sponsor & Site Central Office agree

- Both circulate for signatures
- Receive and store signed agreements
- Facilitate internal processes and timelines

## PROGRAM

- Noted agreement is signed
- Initialize program processes

### Additional Resources:

- [Affiliate Agreements Recommended Approach](#)
- [Affiliation Agreements Considerations](#)
- [Agreement Request Form \(link\)](#)

For additional questions, please contact your GME Office