

AFFILIATION AGREEMENTS  
FREQUENTLY ASKED QUESTIONS

1. Who signs the CUNY Model Affiliation Agreement first?  
Send the agreement to the clinical site for signature first, and then to Yvette Santana at the OGC for countersignature.
2. Which facilities have pre-negotiated agreements with CUNY?  
Refer to the CUNY Website list of “Facilities with Pre-Negotiated Agreements” and Facilities with “Pre-Negotiated Agreements Pending”
3. How do I obtain a copy of the CUNY Model Affiliation Agreement and OGC Form?  
Refer to the CUNY website.
4. Who is authorized to sign affiliation agreements within CUNY?  
Only the General Counsel and Vice Chancellor for Legal Affairs.
5. Who keeps the originals after both parties have executed both originals?  
The College keeps one original and the Clinical Site keeps the other.
6. What should be submitted to the OGC when a facility will not accept the CUNY Model agreement and an agreement needs to be approved, revised or negotiated?  
A completed OGC approval form (including anticipated term dates)  
A copy of the proposed agreement
7. How do I get a copy of a Pre-Negotiated Agreement?  
Send an OGC request form to Yvette Santana. Yvette will generate two copies of the agreement, have them signed by the OGC and send both copies to you.
8. Once I have a Pre-Negotiated Agreement what do I do next?  
Send the two original agreements that have been signed by the OGC to the clinical site for counter-signature.
9. How long is a particular Affiliation Agreement in effect?  
Check the Term provision of the agreement.
10. Do I need a written renewal?  
Most of the executed agreements provide for a either an Evergreen term or automatic renewals. You should continue to use renewals for those agreements that were executed under those terms. Check the term of the particular agreement.

11. Can I get a copy of a previously executed agreement from OGC?

No. Each College is responsible for maintaining their own agreements.

12. Will the OGC let me know when a particular agreement is about to expire?

No. Each College is responsible for tracking term dates.