



Global Perspective Institute Inc.

260 E. Chestnut Street # 3307
Chicago IL 60611

<http://gpi.central.edu>
312.420.1056 f 312.943.4457

Memo of Agreement and Invoice (SAMPLE)

Institution: Sample University

Date: June 20, 2011

Contact Person Responsible for Agreement: S Sample

Email address: ssample@sample.edu

In this Memo of Agreement we provide a set of conditions which your institution agrees to in administering the GPI during the period until June 30, 2012.

1. Institutional Fee

You will be assessed an Institutional fee of \$xxx to use the Global Perspective Inventory (GPI) until June 30, 2012. The Invoice is a part of this Memo of Agreement.

2. Administration of Online Version of Global Perspective Inventory (GPI)

You can administer the online version of GPI until June 30, 2012. Your institution is responsible for requesting all respondents to complete the GPI. A sample letter to Respondents for requesting participants to complete the GPI is at the end of this agreement. Please adapt for your local circumstances and setting.

3. Access Codes and GPI Survey Forms

Please use the following access codes for your institution. Indicate which form you desire.

1234 ___General ___Study Abroad Post Test ___New Student

1235 ___General ___Study Abroad Post Test ___New Student

4. Starting and Ending dates for the administration of the GPI

Please indicate when you plan to administer the GPI for each of the assigned access codes listed above. If necessary, you can adjust the starting and ending dates by notifying us by email (braskampl@central.edu).

Access Code 1234 Starting date: month/day/year Ending date: month/day/year

Access Code 1235 Starting date: month/day/year Ending date: month/day/year

Please keep a record of these code(s), since your report(s) will be identified by the code number(s) you are assigned in this Memo

5. Requesting participants to include their individual ID number in the survey

If you wish to have respondents include their individual IDs on the survey, you need to sign your name to this statement: (If you are giving the same respondents the GPI twice, once as a pretest and once as a posttest, we recommend asking them for their ID.)

Yes, I desire to have respondents provide their ID number. _____ (Sign your name here—typing your name is sufficient)

6. Institutional Review Board (IRB) approval:

The use of GPI has been approved by Central College, Pella, IA. As a participating institution, you are responsible for getting approval from your local institutional IRB office, if requesting approval is applicable.

7. Reports of each administration of the GPI

We will provide you with a Group Report for each Access Code, if the number of respondents in a group is seven or more. The Report includes means and standard deviations of all scale scores and the distribution and means for each of the items. Up to date norms are available at <http://gpi.central.edu>. We provide the group reports identified by the access code within two months of the ending date of the period of administration.

We also provide you a data file in Excel format the responses of each respondent to the survey items, biographical items, and the scale scores. You are expected to maintain the confidentiality of each participant. You can use the ID of a respondent (if you requested it in Section 5 above) to combine GPI responses to other data you have about an individual.

8. Use of the GPI Results and Reports

The results included in the Group reports are intended to be used for internal purposes, i.e. to assist institutional leaders to learn more about their students (and faculty and staff) so they can better assess, discuss, and plan programs to enhance global learning and development. However, you are free to use the results in ways you consider to be appropriate.

9. Correspondence

All correspondence should be directed to Larry Braskamp at Braskampl@central.edu. You can learn more about GPI by visiting <http://gpi.central.edu>.

I agree to the conditions of this Memo of Agreement.

_____ (type in name)

This Memo of Agreement can be returned via email to Braskampl@central.edu

Draft of sample letter to be sent from a College Administrator/Faculty to participants if you are using the online survey. We encourage you to send a reminder memo/email to the respondents. Additional information about requesting participation can be found in our website, gpi.central.edu, clicking on Resources and Information, and then on "Requesting student participation."

Dear XXXXXX (Student, faculty member, participant, etc.)

(University or your office) is interested in learning more about your views and perspectives. Thus we are requesting that you complete a short survey called the Global Perspectives Inventory. We hope that you take the time to complete this short survey, since your views are very important to us. We use your responses in examining and planning for changes in our programs to create the most effective learning environment for you and your colleagues.

To complete this survey,

1. Please go to gpi.central.edu
2. Click on "Complete It!" at the top of the website page.
2. When asked for the four-digit access code, use: XXXX. (Use one of those listed in this memo.)
3. Then proceed to respond to the 46 items and a few biographical questions.

Please complete the survey within the next three weeks (and/or by date). By completing the inventory, you agree to participate in this project.

If you have any questions please feel free to contact me, (email address) or send an email to www.gpi.central.edu.

Thanks for your cooperation.

XXXXXXXX (Name)

XXXXXXXX (Title)



Global Perspective Institute Inc.

Dr. Larry A. Braskamp, President
260 E. Chestnut Street # 3307, Chicago IL 60611

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INVOICE

Date: June 20, 2011

To: S. Sample

Institution: Sample University

From: Global Perspective Institute Inc
EIN Number 26-2914195

RE: Administrative fee for administering the GPI in accordance with the conditions listed
in this Memo of Agreement.

Fee: \$xxx.00

Make check payable to:

Global Perspective Institute Inc
260 E. Chestnut St., #3307
Chicago, IL 60611

BraskampL@central.edu