

## Interim process for the approval of institutional agreements

The CFI has put in place an interim process for the approval of institutional agreements in light of current circumstances surrounding the COVID-19 pandemic.

If agreed to by your institution's president, the institutional agreement can be accepted and signed through email in lieu of traditional wet signatures.

We ask that an email with the below text be sent by your institution's president to the institution's CFI Senior Programs Officer with the completed agreement attached. Signatures from the liaison, account administrator and authorized signatory are not required.

### Email template

Subject: Approved institutional agreement – **INSTITUTION NAME**

I, **INSERT NAME PRESIDENT**, the President of **INSERT NAME OF INSTITUTION** agree to conform to the terms and conditions specified in the attached institutional agreement, and agree that the designated individuals and account privileges listed in Appendix A are accurate. I hereby accept that this email constitutes my signature for the purposes of signing the agreement.