**Planning an International Sponsored Project Checklist**

**Name of the International Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PI for the Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location(s) of the Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Start & End Dates of the Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Below is a list of key topics to consider in planning an international project. Click on the link to be connected to the section in the guide where more information is available.**

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 1. Will an international subcontract be needed to accomplish program objectives? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/implementing#InternationalSubcontracts)*)* |  |
| 2. Will staff who are citizens of the foreign location be hired to work on the project? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/implementing#InternationalHR)*)* |  |
| 3a. Are there host country laws that need to be considered in conducting this project? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/planning#ComplianceHostCountryLaws)*)* |  |
| 3b. Is it necessary for the UW to hire foreign-based counsel to advise the activity? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/planning#EstablishingLega PresenceAbroad)*)* |  |
| 4a. Will UW project staff travel to the foreign location to work on the project? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/travel-safety#Pre-departurePreparations)*)* |  |
| 4b. Do all UW project staff who will travel to the foreign location have current passports? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/travel-safety#passport)*)* |  |
| 4c. Are there visa requirements to enter the foreign location? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/travel-safety#passportGuide%20for%20Planning%20and%20Budgeting%20International%20Sponsored%20Projects.docx)*)* |  |
| 5. Will UW project staff both work and live at a foreign location for an extended period of time? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/travel-safety#Working ForeignLocation ExtendedPeriodTime)*)* |  |
| 6a. Will UW students (undergrad and/or grad) engage in university-sponsored activity at the foreign location? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/travel-safety#UWStudentInternationalTravelRequirements)*)* |  |
| 6b. Is the host country on the Department of State’s Travel Warning list? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/travel-safety#UWStudentInternationalTravelRequirements)*)* |  |
| 7. Will any foreign-born citizens be paid for services performed on a UW campus? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/implementing#PayingForeignNational)*)* |  |
| 8a. Will funds be needed in-country to conduct project  activities? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/implementing#FiscalMatters)*)* |  |
| 8b. Will the host country banking system impact how US funds are sent and managed in-country? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/implementing#FiscalMatters)*)* |  |
| 9. Will technology or communication equipment be shipped from the U.S. to a foreign location? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/planning#Compliance&Legal Matters)*)* |  |
| 10. Do facilities (e.g., office, lab, clinical facility) at the foreign location need to secured? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/implementing#Facilities)*)* |  |
| 11. Are there host country insurance requirements that will apply to any aspect of this activity? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/implementing#insurance)*)* |  |
| 12a. Are human subjects reviews required by the UW, funder and/or foreign-based collaborator? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/planning#Compliance&Legal Matters)*)* |  |
| 13. Will a MOU be developed with any foreign-based entity to support this activity? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/planning#MOUs)*)* |  |
| 14. Are more resources needed about the foreign location to answer this checklist, plan the activity and/or develop the budget? | *(*[*link*](http://f2.washington.edu/fm/globalsupport/isp-guide/planning#ResourcesPreparingInternationalProposal)*)* |  |