International Research Grant Proposal Checklist

Team Development
☐ Choose a site PI, co-investigator, or mentor with experience in the region where you plan to work.
☐ Identify a local entity (NGO, academic institution, government agency) that can manage the financial aspects of the project. This ensures that your funds are being paid legally according to local tax laws and improves accountability and oversight.
☐ Discuss the agreements needed with your local entity – typically you’ll need a subaward or a contract for professional services (CPS). Begin to draft a scope of work during your initial planning meetings to clarify expectations, timelines, intellectual property, roles and responsibilities.
☐ Communicate your international research plans with UMN administrative staff (accounting, grants, study coordinators, SPA).
☐ Effort certification mechanism at international site must be compliant with sponsor effort reporting guidelines.

Assess Project Feasibility at your International Site
☐ If needed, discuss the clinical capacity for implementing the project.
☐ Is there an IRB/IACUC where you’re operating and what is the process to obtain approval?
☐ Are lab facilities available for sample testing and storage, or will samples need to be shipped to US?
☐ Plan for compliance with import and export regulations applicable to equipment, medical devices, drugs, specimens, etc.
☐ What training (beyond protocol training) will the study personnel need? Who can provide it and at what cost?

Financial, Training, and Audit Checks
☐ SPA will default to defining subawards in USD unless stipulated by sponsor. Note how this will impact project administration for the local entity.
☐ If applying to a federal sponsor:
  ☐ Inquire about financial auditing practices and records of the subrecipient site, as SPA will request this information (for the most recently completed fiscal year) at the time of award.
  ☐ Ask the entity if they have a DUNS number and have registered on the Federal System for Award Management (www.sam.gov). These MUST be in place at the time of award.
  ☐ When applicable, ensure your foreign collaborators’ institution is compliant with Public Health Service (PHS) agency requirements for Financial Conflict of Interest policies. Learn more on the SPA Policies and Compliance website.

Budget Considerations
☐ Budget for IACUC, IRB and/or NDA costs
☐ Include required medical fees for licensure
☐ Calculate indirect costs both locally and at the international site (note sponsor restrictions).
☐ Discuss indirect costs with international site at the time of proposal (8% on NIH grants; 10% for other federal grants). If negotiation is required the Office of Cost Analysis will address this with the subrecipient. When not allowable, consider the possibility of including direct costs that would normally be covered as indirect.
☐ Be aware of rebudgeting restrictions once awarded (check sponsor guidelines ahead of time to understand the process of rebudgeting funds after award time).
☐ Budget for peak season travel when your research plan requires it.
☐ Budget to ensure Fly America Act compliance when traveling on federal funds.
☐ Budget for costs for visas and/or relocation (not always recoverable under federal awards).
☐ Budget for any international shipping costs and import duties.

Source: Center for Global Health and Social Responsibility, International Researcher Series, March 2017. Ver 2.0
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