Entering International Collaboration & Activities Approval Information at Proposal

Overview

The GMAS International Collaborations & Activities Approval checklist (ICAA) is used to document international components over the life of an award. The checklist is generated once an initial or competing renewal proposal in GMAS is completed and saved. The international activities panel is displayed on the proposal homepage. Once the proposal has been locked and routed, the ICAA is approved as part of the overall proposal review and approval process.

The data entered in the ICAA is information typically gathered in communications between the Department Administrator and Principal Investigator to ensure the appropriate documentation is included in the proposal to meet disclosure requirements. This checklist provides a central repository and point of reference for all international collaborations and activities associated with a specific proposal/award in GMAS.

This job aid focuses on entering International Collaborations & Activities into the ICAA at proposal. The ICAA may be created at other points in the award lifecycle and those scenarios will be covered in other job aids.

Roles & Responsibilities

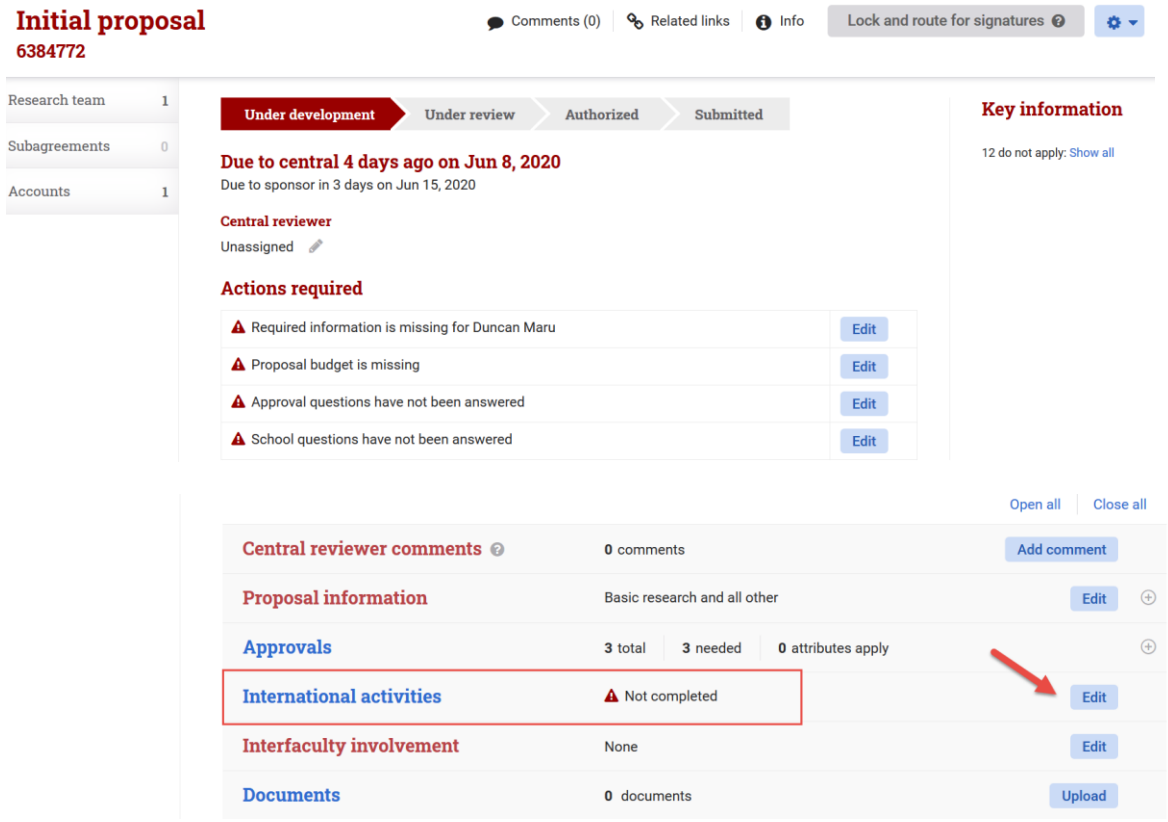
The Department Administrator (or individual acting in such capacity) is responsible for supporting the preparation and entry of the proposal into GMAS, including the information required under the International Collaborations and Activities Approval.

GMAS Instructions

Accessing the International Collaborations & Activities Checklist

After having entered the required information to create an initial or competing renewal proposal, the International Collaborations & Activities checklist is automatically generated. On the proposal homepage, "International Activities" will be displayed and identified as "**Not completed**" when no information has been entered in the checklist. Click **"Edit**" to complete the checklist.

Figure 1



Edit International collaborations & activities – Screen Overview

1. To email a link to edit the international collaboration and activities form, select the "Email this page" link at the top of the screen. This will open your email client with a link to the screen.
2. Click on related links to access resources such as the Business Process and additional Job Aids
3. If the Sponsor or Prime Sponsor on the proposal is an international sponsor (determined by Organization type assigned), the Sponsor/Prime Sponsor name and associated country is displayed. The name is a link to the organization's record in GMAS.
4. If an international **subagreement** is associated with the proposal the subagreement number, name and country of the subrecipient, and the date the subagreement was created in GMAS is displayed. (any subagreement that has been declined will not be displayed)
    a. Subagreement number is a link to the subagreement in GMAS
    b. Organization name is a link to the organization's record in GMAS
5. Click **Show Info** to display additional information about the international component
6. Click **Hide info** to collapse the additional information panel
7. Click the **Checkbox** to display the edit screen for each individual international component (such as International Travel, International Collaboration, etc.)
8. If no components apply, click "**None of the above apply**"; select "**Save**". Approval status is updated to "**NA**".
9. After entering data in any component other than "**None of the above apply**", select **Save.** The approval status is updated to "**Under development**", you are returned to the proposal homepage.
10. To return to the proposal homepage without saving any data, select **Cancel.** The checklist remains "**Not completed**"

Note: Foreign Nationals *will only be displayed if the Sponsor or Prime Sponsor is NASA, DoD, or DoE.* ***Impact on US Foreign Policy*** *will only be displayed if the Sponsor or Prime Sponsor is NIH*

Figure 2

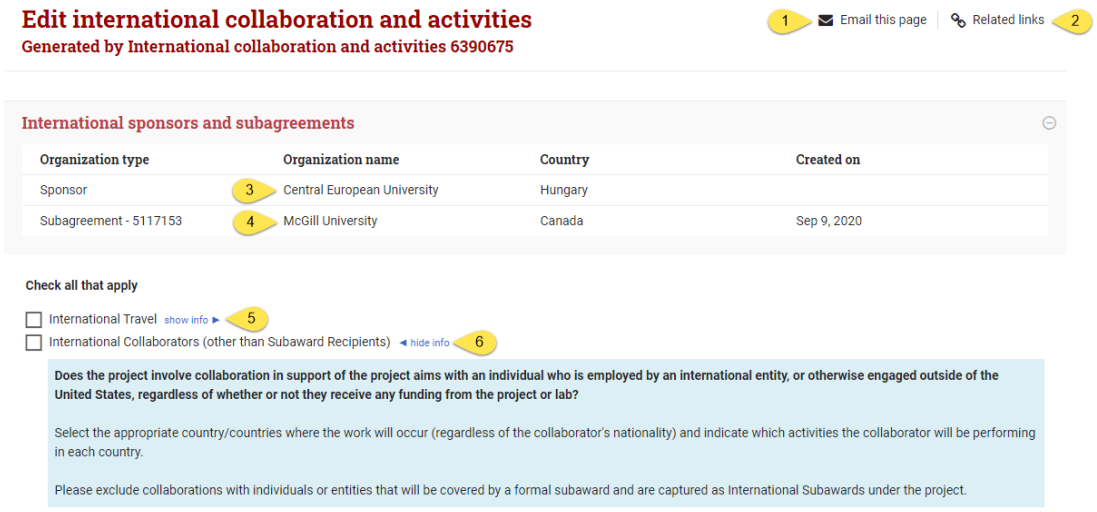
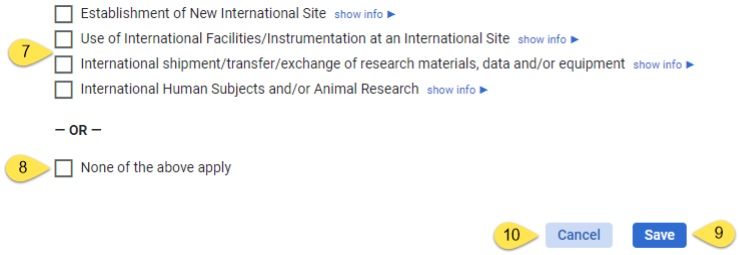


Figure 3



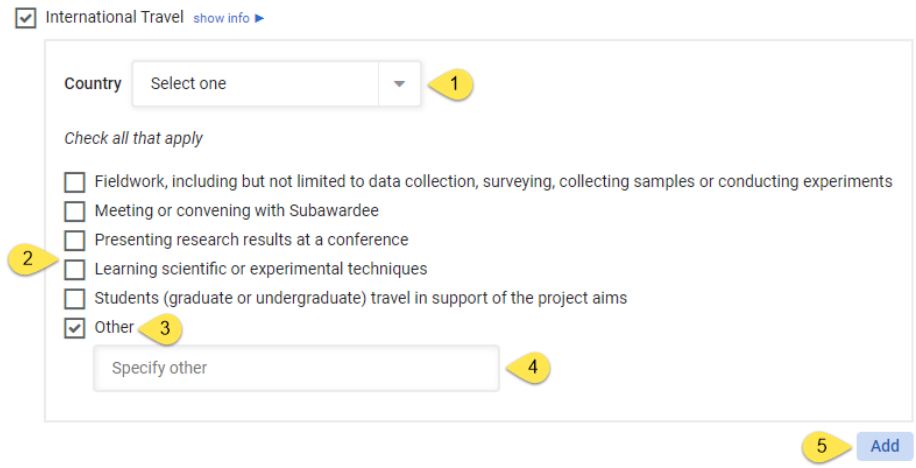
Edit International collaboration & activities – Component Details:

For **International Travel, Collaborators, Shipment/transfer/exchange of research materials, data and/or equipment, or Human Subjects and/or Animal Research,** add/edit data as follows after selecting the component:

1. Select **Country** from the drop-down menu
    a. *Note: for all components, a specific country must be selected. The only exception to this rule is Human Subjects and/or Animal Research. To accommodate instances where an agency may be engaged to survey human subjects that meet certain criteria regardless of location, country may never be known. Therefore, the value of "Unknown" is available in this component only.*
2. Select any activities that apply (may be multiple)
3. If no activities listed apply, select "**Other**" (available for Travel and Collaborators only)
4. When "**Other**" is selected, enter description of the activity in the "**Specify other**" textbox

5. If there will be international activity in more than one country within a component, click "**Add",** and enter details as noted above for each additional country.

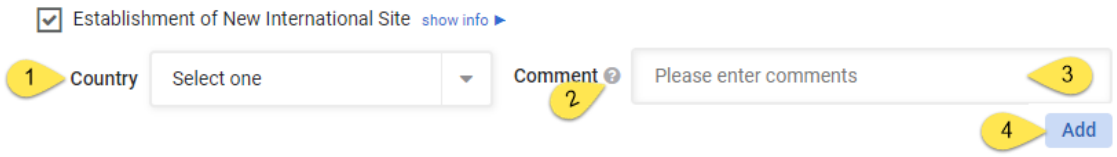
Figure 4



For **Establishment of a New International Site, Use of International Facilities/Instrumentation at an International Site, Foreign National, and Impact on U.S. Foreign Policy** add/edit details as follows after selecting the component:

1. Select **Country** from the drop-down menu
2. If comment field is displayed, comment is required. Hover over the **question mark** to display a tool tip for guidance on what to include in the comment. The comment will be specific to each component.
3. Enter **Comment** if displayed.
4. If there will be activity within this component in more than one country, click "**Add"** and enter details as noted above for each additional country.

Figure 5



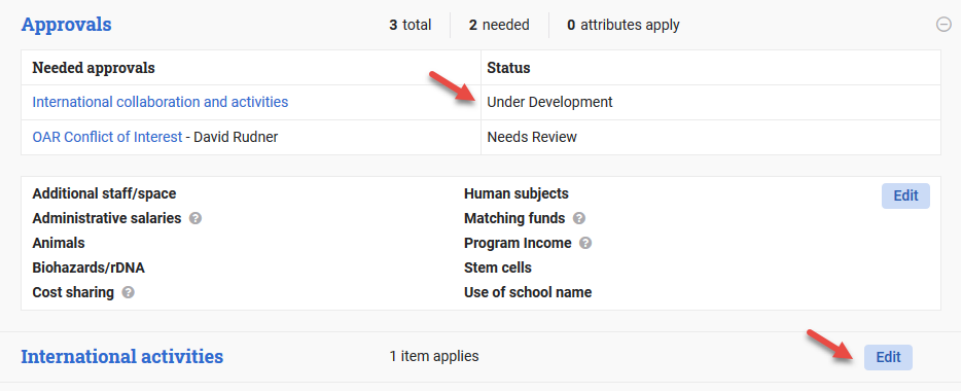
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After entering information for all applicable categories, Click **Save**. You will be returned to the proposal homepage.

Proposal Homepage

On the proposal homepage, In the Approvals panel the International collaborations and activities approval has been updated to "**Under Development**" unless "**None of the above apply**" was selected. If "**None of the above apply**" was selected, the approval status remains "**NA**". The International Activities panel is displayed and the checklist remains editable until lock and route.

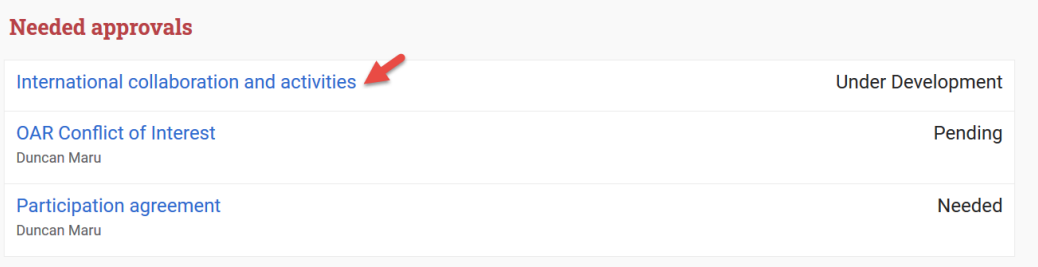
Figure 6



Segment Homepage

On the Segment homepage, International collaboration and activities is now visible on the **Needed Approvals** panel, with the status of **"Under Development"**

Figure 7



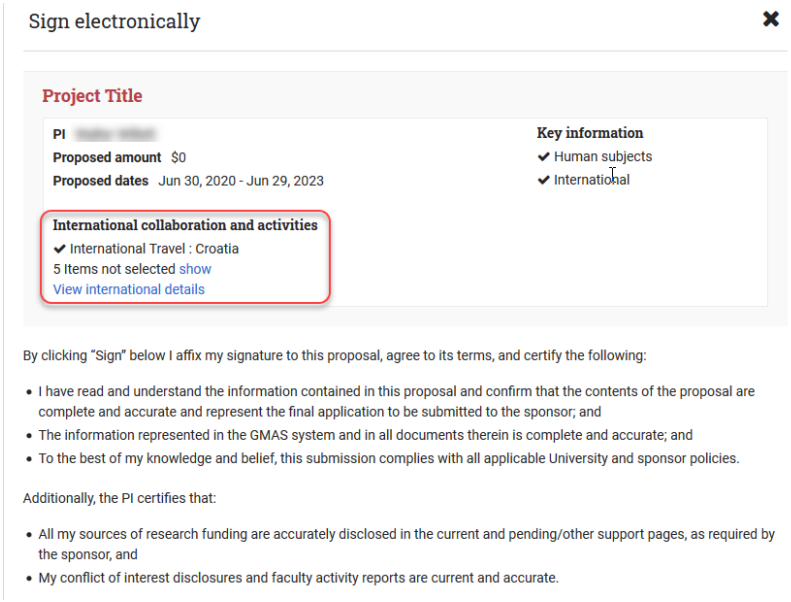
At lock and route, if you have a component checked off indicating there is international activity, the approval status will switch to "**Under Review**". If you selected "**None of the above apply**", the approval status remains "**NA**".

Once all signatures have been entered on the proposal, the proposal status updates to "**Authorized**". The ICAA approval status will be set to "**Done**" (unless the approval status is "**NA**") when the proposal is updated to "**Authorized**" or "**Submitted"**, whichever comes first.

Signature on International Collaborations & Activities Approval

The ICAA approval is associated with the proposal. It is approved by the PI (and others if required by departmental/local level or school guidance) as part of the proposal review/signature process. A summary of the International Collaborations and Activities identified will be displayed on the signature modal.

Figure 8



Note: If a proposal is revised to re-submit, the approval will be set to incomplete and previous responses will be populated into the form for review.

Resources

- International Collaboration & Activities Business Process
- International Collaboration & Activities Work Instructions – Central Reviewer
- International Collaboration & Activities Tool Kit – Grant Manager

- International Collaboration & Activities – Related Job Aids
- International Collaboration & Activities FAQ