Reviewing International Collaboration & Activities Approval – Central Administrator

Overview

This job aid focuses on the review of the International Collaboration & Activities Approval (ICAA) by the Office for Sponsored Programs (OSP) and HMS & HSPH Office of Research Administration (ORA) Central Administrators.

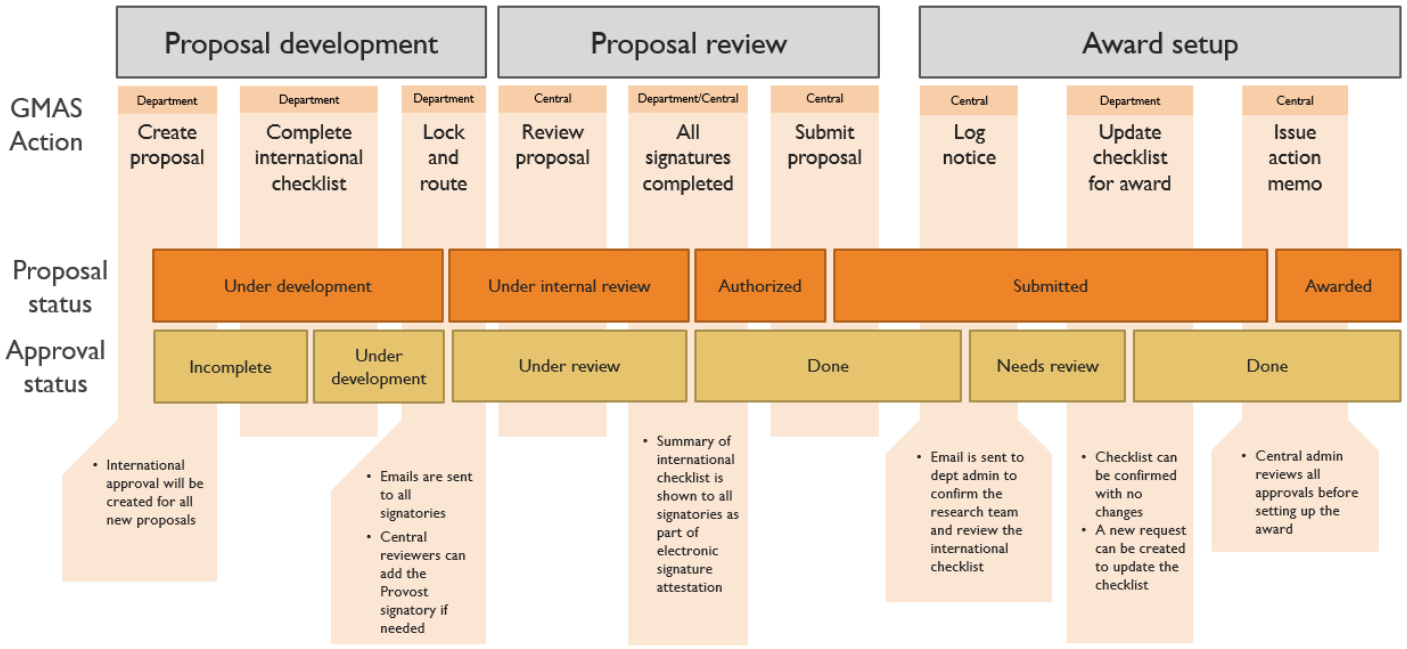
Roles & Responsibilities

Office for Sponsored Programs (OSP) and HMS/HSPH Office of Research Administration (ORA) Central Administrator – The individual within the School or Central Administration responsible for reviewing the proposal and/or award documentation, including the information entered into GMAS as part of the International Collaborations and Activities Approval.

International Collaboration & Activities Approval Status

It is important to understand the International Collaborations and Activities approval statuses and how they move from state to state. View the chart below which aligns key GMAS actions with the proposal status and the International Collaboration & Activities Approval status.

Figure 1



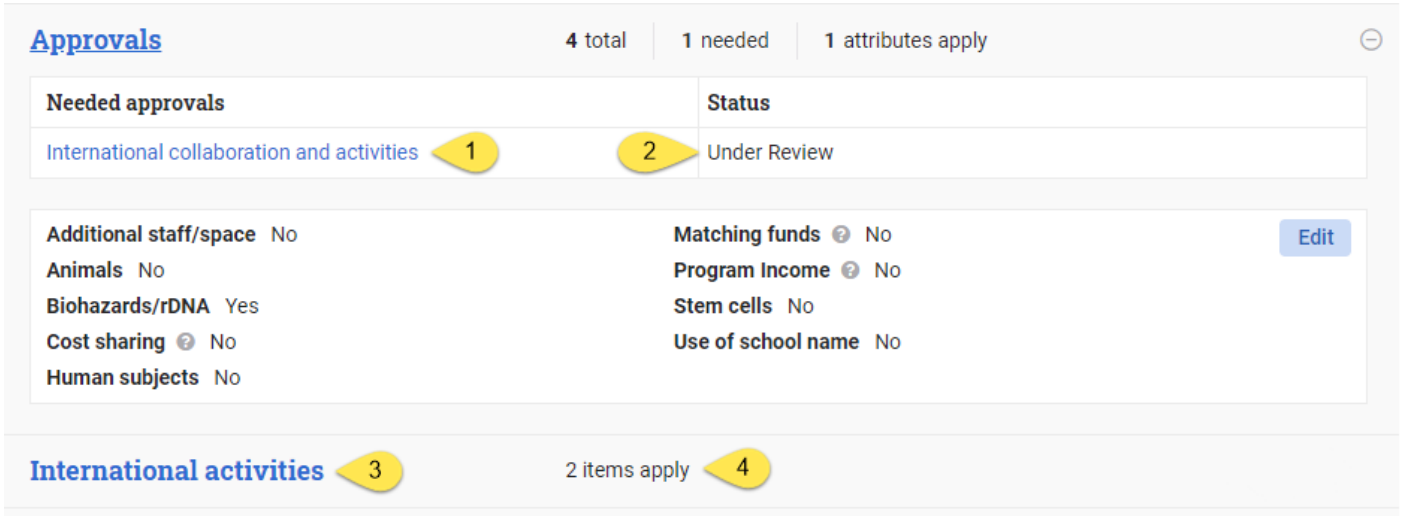
GMAS Instructions

Viewing the Current International Collaboration & Activities Checklist in GMAS within a proposal

The checklist has been completed and the initial or competing proposal status is "**Under Review**".

1. On the Proposal homepage, in the Approvals panel, clicking on the blue International Collaboration & Activities title will take you to the Approval Screen which displays the most recent checklist
2. If the Department Administrator selected international components, the approval status will be "**Under Review**". If "**None of the above apply**" was selected, the approval status will be "**NA**"
3. Clicking on blue **International Activities** title will take you to the **View International collaboration & activities** screen. This displays the checklist associated with the proposal that you are viewing.
4. "1 item applies": indicates the number of components selected

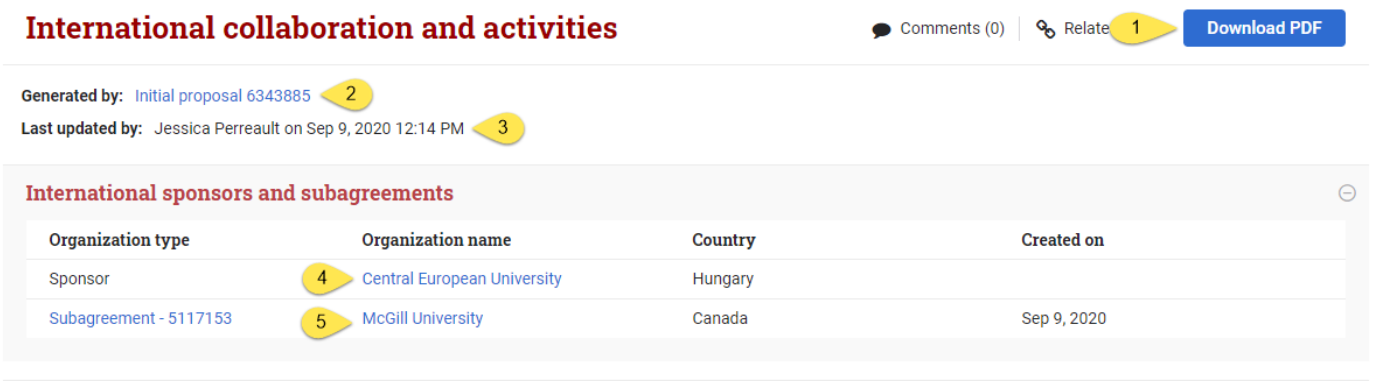
Figure 2


Approvals
4 total
1 needed
1 attributes apply
Needed approvals
Status
International collaboration and activities
1
2
Under Review
Additional staff/space No
Animals No
Biohazards/rDNA Yes
Cost sharing No
Human subjects No
Matching funds No
Program Income No
Stem cells No
Use of school name No
Edit
International activities
3
2 items apply
4

View International collaboration and activities screen

1. **Download PDF:** Downloads the PDF version of the international collaboration and activities checklist
2. **Generated by**: Identifies whether checklist was generated by an Initial or Competing Renewal Proposal. The request ID is a link to the proposal homepage.
3. **Last Updated by**: identifies the user who updated the checklist and when it was updated
4. If an international **sponsor** is included on the proposal, the name and country of the sponsor is displayed. The name is a link to the organization's record in GMAS.
5. 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

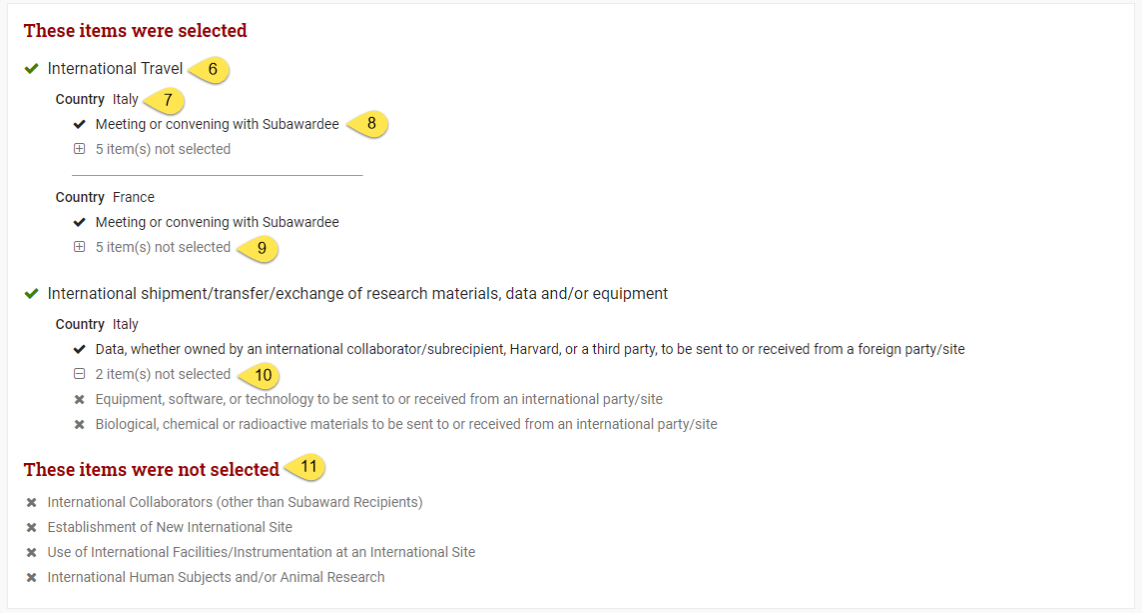
Figure 3



View International collaboration and activities screen (cont'd)

6. Each component selected is displayed
7. Country where the identified activity(ies) will take place is displayed
8. Activities selected for each country are displayed. If an activity will take place in more than one country, it is listed with the associated country.
9. Click on the + sign to display activities *not* selected
10. Click on the – sign to hide activities *not* selected
11. All components not selected are displayed – and not collapsible

Figure 4

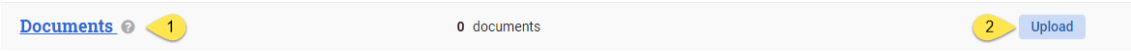


International Collaboration & Activities Document Repository

The ICAA document repository may be accessed from the **View International Collaboration & Activities** screen, the **International Collaboration & Activities approval** and the **International Collaboration request** homepage**.**

1. Click **Documents** to view all uploaded documents
2. Click **Upload** to upload additional documents. For more information about document repositories, see the "Document repository job aid"

Figure 5



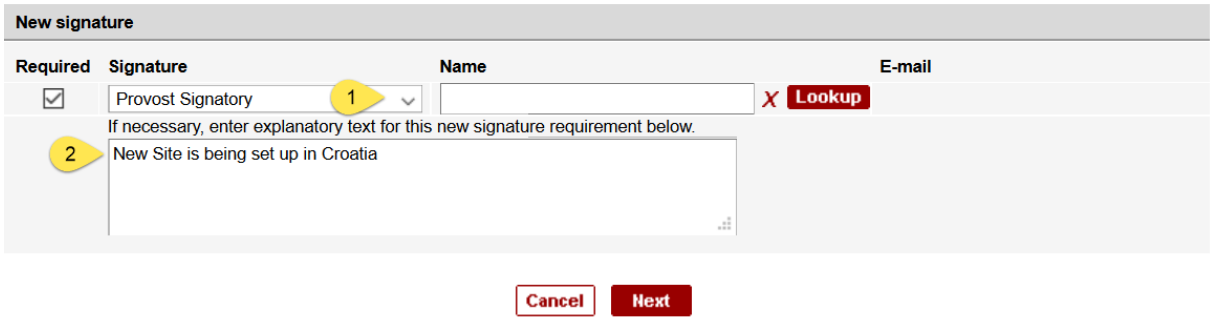
Signatures on a Proposals with International Collaborations & Activities

Once the International components are reviewed in conjunction with the rest of the proposal, the ICAA is approved as part of the overall proposal review and approval process.

If any Country of Concern is associated with the project or if a new International Site has been identified (or any of the other Provostial Review criteria are met), the Provost Signatory must be added to the proposal.

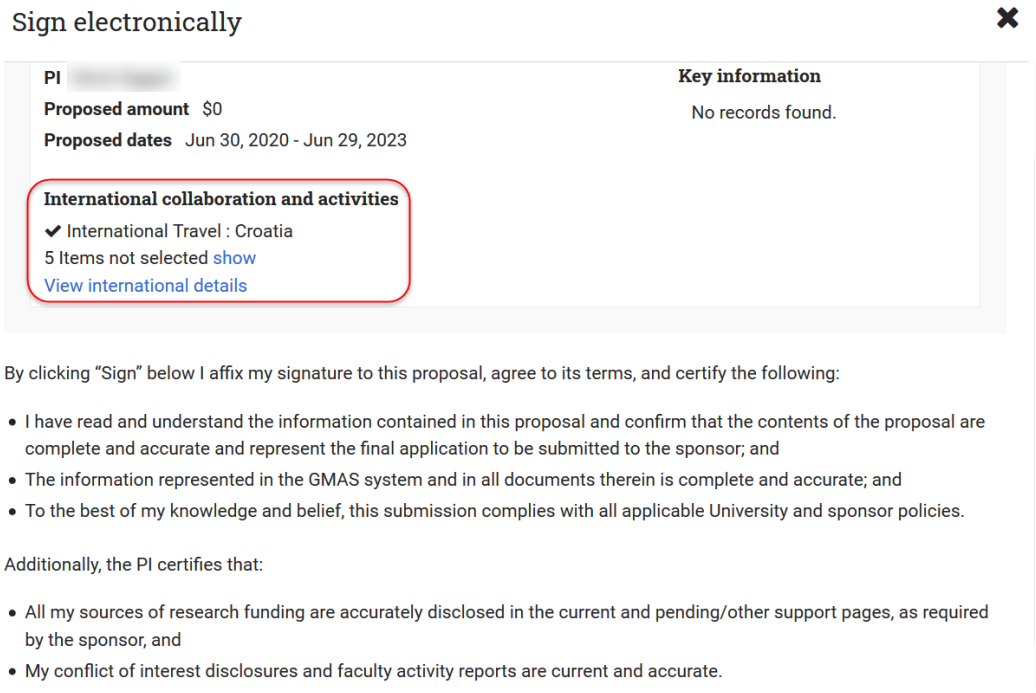
1. Add the "**Provost Signatory**"
2. Enter a clear explanation of why the proposal is being referred for Provostial review in the comments box. These comments will be visible on the proposal/request homepage.

Figure 6



Signature Screen

International collaboration and activities selected in the checklist will be displayed in the signature screen. Each component selected, along with the country in which the activities will take place are displayed. Items not selected can be viewed, and a link is provided to the **View International collaborations & activities** screen for details.



When all required signatories on the proposal have been entered, or when the proposal has been submitted to sponsor (whichever comes first) the International Collaborations and Activities approval status will update to **"Done"**.

Review at Award

When the first notice is logged in GMAS on an initial or competing renewal proposal with International Collaborations and Activities, GMAS sets the approval status of the ICAA to "**Needs Review**". Subsequent notices logged to the initial or competing proposal do not reset the approval status or generate a notification. The review is completed by the Department Administrator; however, the Central Administrator may be asked for advice as this review is being completed.

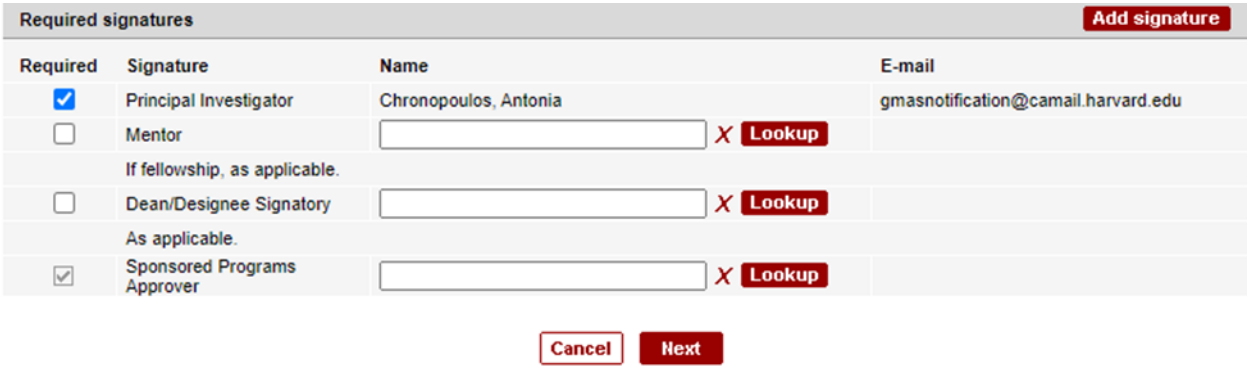
1. The automated email sent to the department administrator asking them to Confirm Research Team also includes language asking that the ICAA be reviewed

2. The department administrator will go to the International Collaboration & Activities Approval screen and either:
    a. Confirm that the ICAA is current by selecting, "**Confirm current version of form**" from the "**Actions**" dropdown. This resets the ICAA approval status back to "**Done**".
        i. The Central Administrator can then proceed to request the GMAS revision be processed to award the funding in GMAS
    b. Determine that the checklist should be updated and select "**Create new version of the form**", which generates an international collaboration request.

Signatures on an International Collaborations Request

The ICAA approval is associated with the request. It is approved by the Sponsored Programs Approver (and others if required by departmental/local level or school guidance) as part of the request review/signature process. The Principal Investigator will be defaulted as required, but can be unchecked if the PI signature is not required.

Figure 7

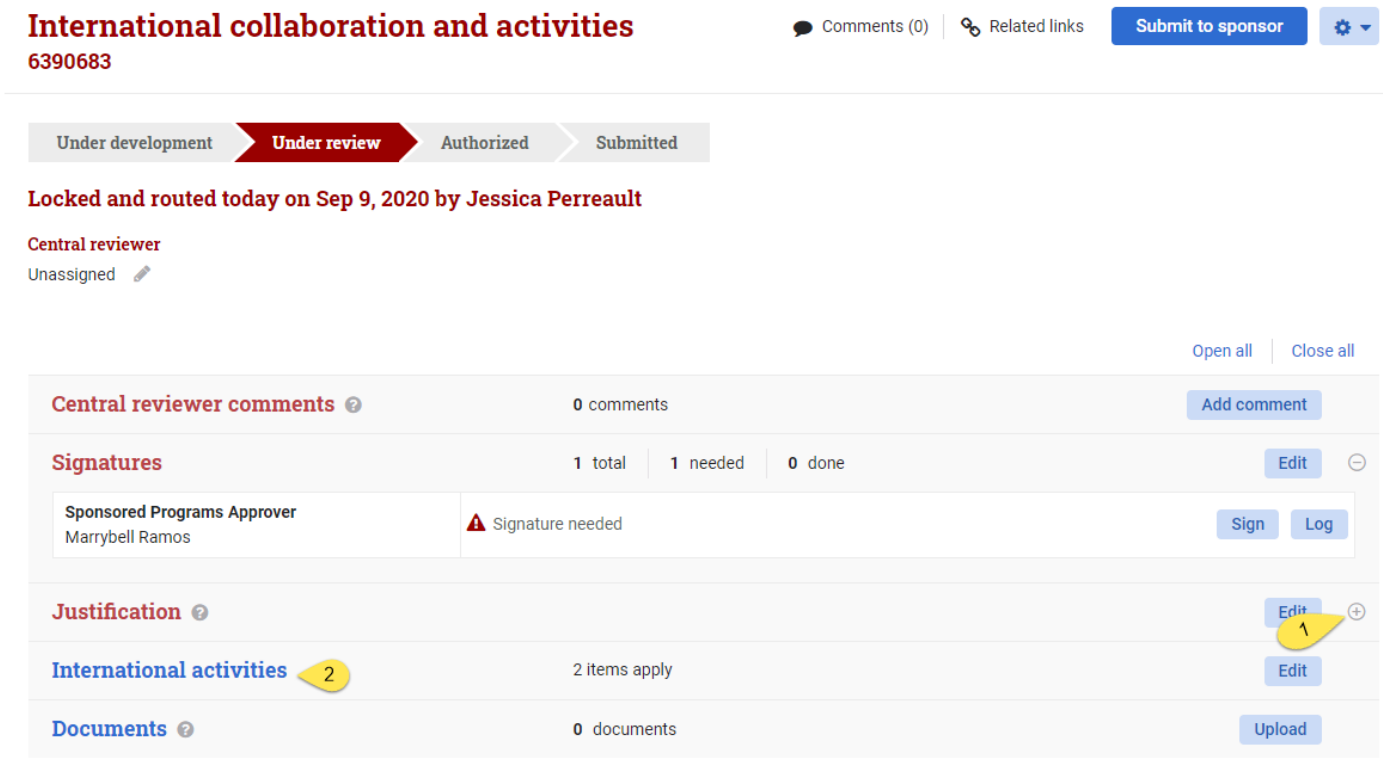


Review of International Collaboration Request

When an International Collaboration request is locked and routed, on the request homepage,

1. Click on the + sign, to display the justification for the request
2. Click on the blue "**International activities**" title to go to the **View International collaboration & activities** screen. Review the request as noted above.

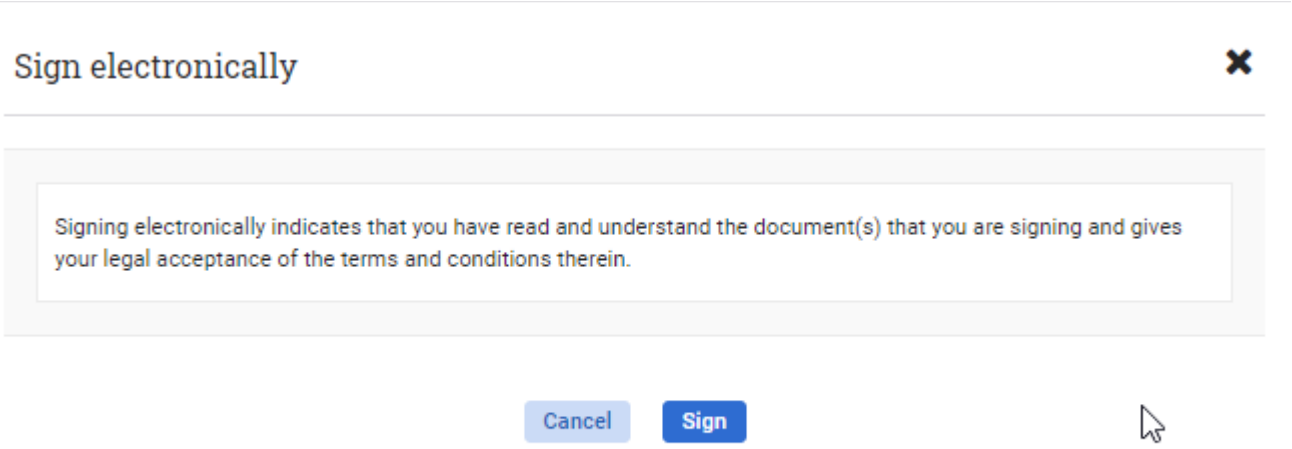
Figure 8



International Collaboration Request Signature Screen

Selecting sign will pop-up electronic signature screen. Selecting sign on the electronic signature screen verifies you have read the documents and gives your legal acceptance of the terms and conditions.

Figure 9



When all required signatories on the request have been entered, or when the request has been submitted to sponsor (whichever comes first) the International Collaborations and Activities approval status will update to **"Done**".

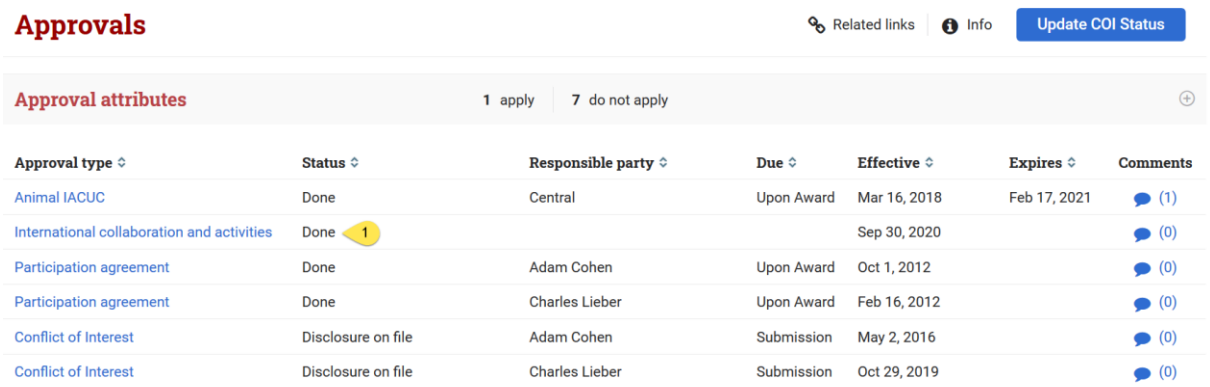
Requesting Review of International Collaboration & Activities Approval

At any point in the Award Lifecycle when the ICAA is in "**Done" or "NA"** status, the Central Administrator can request that the Department Administrator review the ICAA and confirm if changes need to be made, or if the ICAA is up to date.

To make this request, the Central Administrator will select "**Approvals**" from the segment homepage.

1. Note that the status should be either "**Done**" or "**NA**", to request the review, and click on the blue International collaboration and activities link

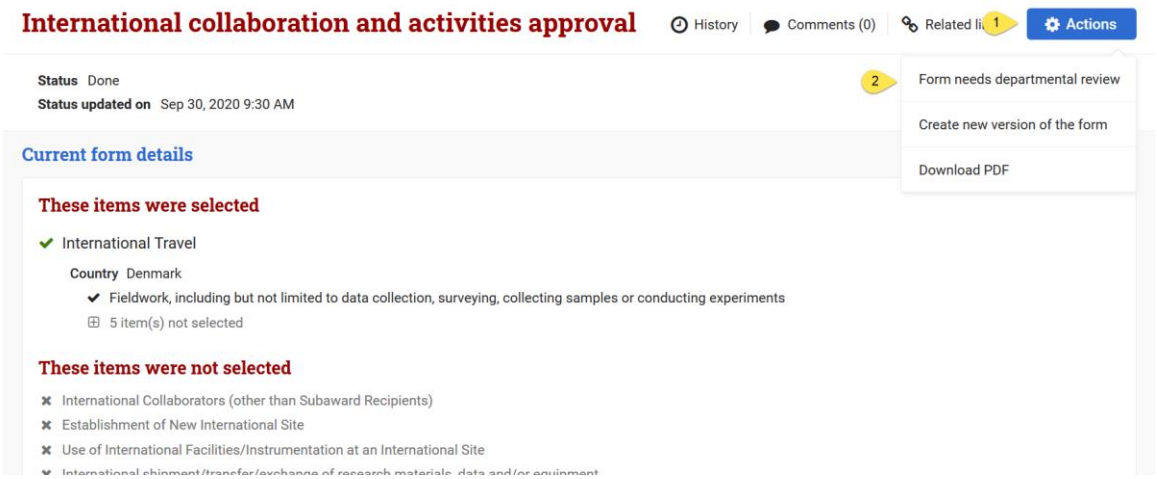
Figure 10



The International collaboration and activities approval page is displayed with current form details.

1. Click on the **Actions** button
2. Select "**Form needs departmental review**"

Figure 11



An email notification will be sent to the Department Administrator, and they will review and respond as described in the "**Review at Award"** section above.

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