

International Collaboration & Activities Approval Review – Department Administrator

Last Updated: 09/09/2020
GMAS Release: 07/11/2020

Reviewing International Collaboration & Activities Approval – Department Administrator

Overview

This job aid focuses on the review of the International Collaboration & Activities checklist by the Department Administrator upon receipt of the Confirm Research team automated email generated by GMAS when the first notice is logged on an initial or competing renewal proposal.

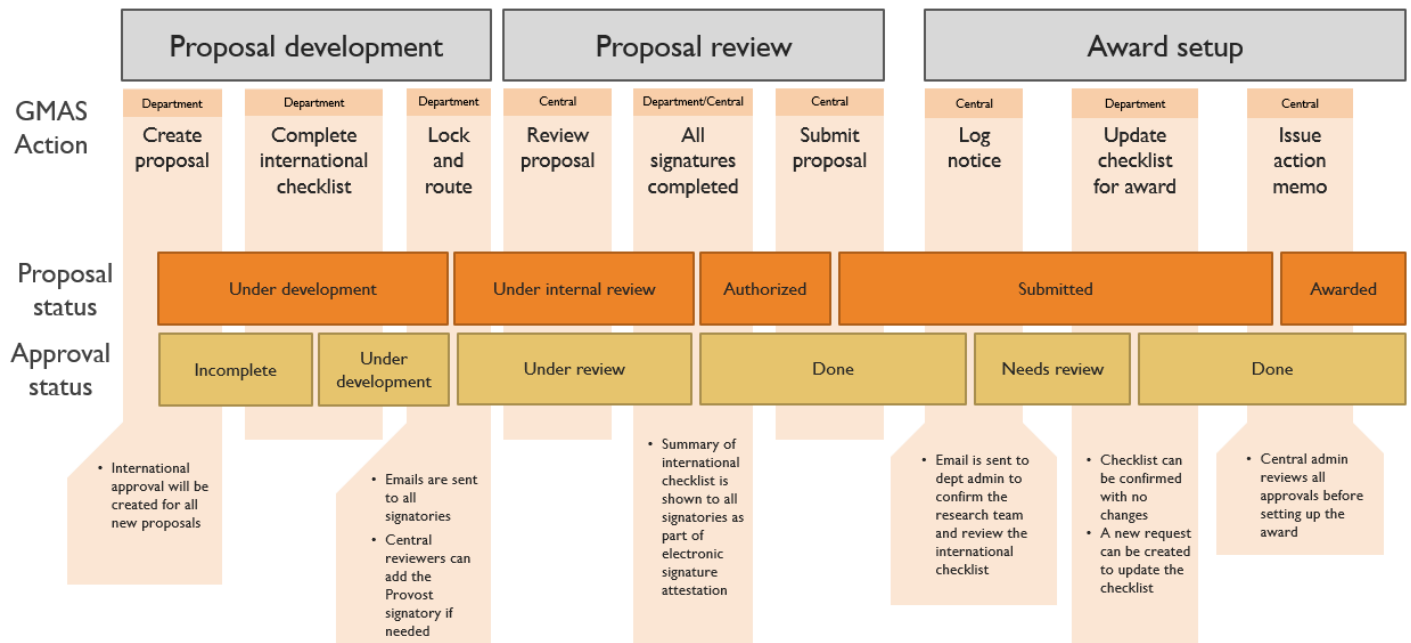
Roles & Responsibilities

Department Administrator – Responsible for reviewing the ICAA checklist upon request, and conferring with the PI to determine if the checklist is up to date and accurate, or if the checklist should be updated. If any changes are needed, the Department Administrator will complete an International Collaboration request in GMAS.

International Collaboration & Activities Approval Status

It is important to understand the International Collaborations & Activities approval statuses, and how they move from state to state.

Figure 1



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GMAS Instructions

Initiating the International Collaboration & Activities Review

The initiation of a review of the ICAA checklist is triggered by the logging of the first notice to an initial or competing renewal proposal, which sets the International Collaborations & Activities approval status to **“Needs Review”**.

When this occurs, GMAS sends an email notification to the Department Administrator requesting that the ICAA checklist be reviewed. The notification is sent on the logging of the first notice, as this notice is awarding the funding. Subsequent notices logged to the initial or competing proposal will not generate a notice.

Responding to a Request to Review the International Collaboration & Activities Checklist

Upon receipt of the GMAS generated email notification requesting that the International Collaborations & Activities checklist be reviewed, the Department Administrator will go to the ICAA approval screen in GMAS which displays the current International Collaborations & Activities information.

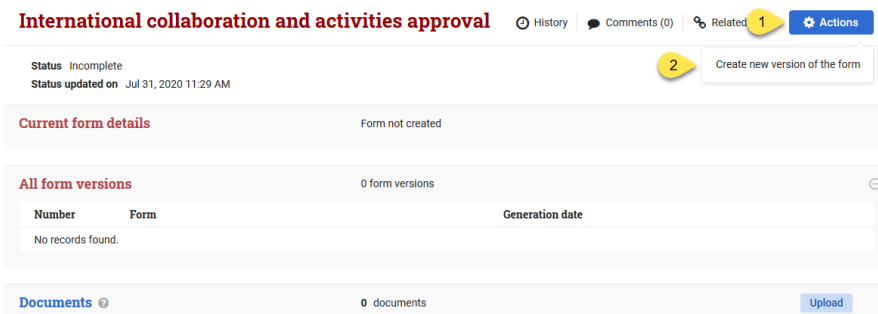
Navigate to the International Collaboration & Activities Approval by

1. From the segment homepage click on **“Approvals”** in the left navigation, then select International Collaboration & Activities from the list of approvals; or
2. From the segment homepage, scroll down to **Needed Approvals** and select International Collaboration & Activities

When an International Collaboration & Activities checklist was not completed at proposal, the status of the International Collaboration & Activities approval will be **“Incomplete”**. From the approval screen,

1. Select **“Actions”**
2. Select **“Create new version of the form”**

Figure 2



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The homepage of a new International Collaboration request will be displayed. The department administrator may then update as needed. See "[International Collaboration and Activities Request – Department Administrator](#)" job aid for instructions if needed.

Reviewing the International Collaboration & Activities Approval – checklist completed at Proposal

If the checklist was created at proposal, the following fields are displayed on the International Collaborations & Activities approval screen with links to details as described below to support the Department Administrator's review of the International Collaboration & Activities checklist. The checklist can also be reviewed via PDF download from the Actions button.

1. The current **status** of the ICAA approval is displayed. In this instance, the status will be "**Needs Review**"
2. **Status updated on:** Identifies the date the approval was set to its current status
3. 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.
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 are 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 on **Current form details** to go to a view page of the form associated with the request it was created from. That page will provide you with the request the checklist was created from, who created it and the date.

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Figure 3

International collaboration and activities approval History Comments (0) Related links Actions

1 **Status** Needs Review

2 **Status updated on** Sep 9, 2020 12:10 PM

International sponsors and subagreements

Organization type	Organization name	Country	Created on
Sponsor	3 Central European University	Hungary	
Subagreement - 5117153	4 McGill University	Canada	Sep 9, 2020

Current form details 5

Reviewing the International Collaboration & Activities Approval (cont'd)

6. Each component selected is displayed
7. Country where the identified activity(ies) will take place is displayed for each component
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

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Figure 4

These items were selected

- ✓ International Travel 6
 - Country Italy 7
 - ✓ Meeting or convening with Subawardee 8
 - 5 item(s) not selected 9

- ✓ International shipment/transfer/exchange of research materials, data and/or equipment
 - Country Italy
 - ✓ Data, whether owned by an international collaborator/subrecipient, Harvard, or a third party, to be sent to or received from a foreign party/site
 - 2 item(s) not selected 10
 - ✗ Equipment, software, or technology to be sent to or received from an international party/site
 - ✗ Biological, chemical or radioactive materials to be sent to or received from an international party/site

These items were not selected 11

- ✗ International Collaborators (other than Subaward Recipients)
- ✗ Establishment of New International Site
- ✗ Use of International Facilities/Instrumentation at an International Site
- ✗ International Human Subjects and/or Animal Research

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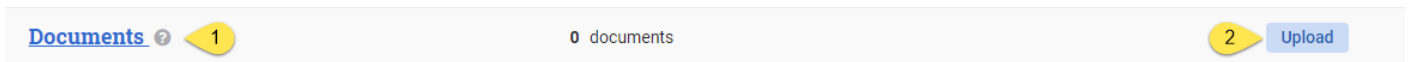
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International Collaboration & Activities Document Repository

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. **Documents:** click to view all uploaded documents
2. **Upload:** Click to upload additional documents

Figure 5



All Form Versions

This panel on the Approval screen displays a listing of all versions of the International Collaboration & Activities checklists associated with the segment, ordered by request create date.

1. Total number of forms associated with the segment
2. Link to the form that identifies the proposal/request to which the form is associated
3. Date the checklist was generated

Figure 6

The screenshot shows a table titled 'All form versions' with a notification badge '1' and '1 form version'. The table has three columns: 'Number', 'Form', and 'Generation date'. There is one row with the following data: Number: 1, Form: [Initial proposal 6343885](#), Generation date: Sep 9, 2020. Callout '1' points to the total count, callout '2' points to the form link, and callout '3' points to the generation date.

Number	Form	Generation date
1	Initial proposal 6343885	Sep 9, 2020

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Actions from the International Collaboration & Activities Approval after Department Administrator Review

1. After reviewing the International Collaboration & Activities approval and conferring with the PI, the department administrator will select **“Actions”** at the top of the Approval screen, and will choose the appropriate action from the drop-down menu.
2. If the current form is up to date, select **“Confirm current version of form”**. The status of the approval will be updated to **“Done”** if an international activity was indicated on the form or **“NA”** if the **“None of the above apply”** was selected.
3. If updates should be made, select **“Create new version of the form”**. The homepage of a new International Collaboration request will be displayed with all data fields pre-populated with values in the current International Collaboration checklist. The department administrator may then update as needed. See [“International Collaboration and Activities Request – Department Administrator”](#) job aid for instructions if needed

Figure 7

The screenshot shows the 'International collaboration and activities approval' interface. At the top, there are navigation links for History, Comments (0), Related (1), and an Actions button. The status is 'Needs Review' and it was updated on Sep 9, 2020 at 12:21 PM. A dropdown menu is open from the Actions button, showing three options: 'Confirm current version of form' (labeled with a yellow circle 2), 'Create new version of the form' (labeled with a yellow circle 3), and 'Download PDF'. Below this is a table titled 'International sponsors and subagreements'.

Organization type	Organization name	Country	Created on
Sponsor	Central European University	Hungary	
Subagreement - 5117153	McGill University	Canada	Sep 9, 2020

Resources

- [International Collaboration & Activities Business Process](#)
- [International Collaboration & Activities Work Instructions – Central Reviewer](#)
- [International Collaboration & Activities Tool Kit – Grant Manager](#)
- [International Collaboration & Activities Approval Entry at Proposal – Department Administrator Job Aid](#)
- [International Collaboration & Activities Approval Review – Central Administrator Job Aid](#)
- [International Collaboration & Activities Request – Department Administrator Job Aid](#)
- [International Collaboration & Activities FAQ](#)