Completing the International Collaboration & Activities Request

Overview

This job aid focuses on completing a GMAS International Collaborations & activities request when International activities have changed or if international activities previously determined to be "uncertain", because the specific country or activities involved were unknown, are now clearly defined.

Roles & Responsibilities

Department Administrator – Responsible for conferring with the PI to identify any changes in International Collaboration & Activities, completing the International Collaboration & Activities Approval (ICAA) checklist, and ensuring the proposal includes required disclosures.

GMAS Instructions

Initiating the International Collaboration & Activities Request

The initiation of an International Collaboration request can be triggered when the International Collaboration & Activities approval updates to **"Needs Review**", or when the department administrator/PI proactively identifies the need to add or change the International Collaboration & Activities checklist in GMAS.

An International Collaboration & Activities approval updates to "**Needs Review**" when the first notice of an Initial or Competing Renewal proposal is logged in GMAS. *Note: logging subsequent notices to the Initial or Competing Renewal proposal does not update the approval status, nor does it generate a notification to the Department Administrator.*

If the Department Administrator then reviews the International Collaboration & Activities approval and determines that the checklist should be updated as described in detail in the International Collaboration and Activities Approval Review – Department Administrator job aid, an International Collaboration & activities request is automatically generated when the "**Create new version of the form**" button is selected from the International Collaboration & Activities approval screen

The International Collaboration request may also be initiated when a Department Administrator/PI proactively identifies the need to add or change the International Collaboration & Activities in GMAS after the Initial or Competing renewal has been awarded. As with any request, the Department Administrator will go to the segment homepage and select "**Create request**", then select **International Collaboration and Activities** from the list of request types.

Completing the International Collaboration & Activities Request

Upon selecting the International Collaboration and activities request type, or selecting "**Create new version of the form**" from the International collaboration & activities approval screen, the request homepage is displayed, and the **Actions required** panel is visible.

1. **Justification is Missing** – Select **Edit**, and a pop-up text box is displayed. Provide details about why international collaboration & activities is being added to the segment, or what on the checklist is being updated if making changes to a pre-existing checklist. This is needed to help approvers identify the additions or changes to International Collaboration & Activities.
2. **International form is missing -** Select **Edit.**
    a. If the request is to add International Collaboration & Activities, an empty ICAA checklist will be displayed.
    b. If the request is to update values in an existing ICAA checklist, all data fields will be pre-populated with values in the current International Collaboration checklist. The department administrator may then update current values as needed.

Figure 1



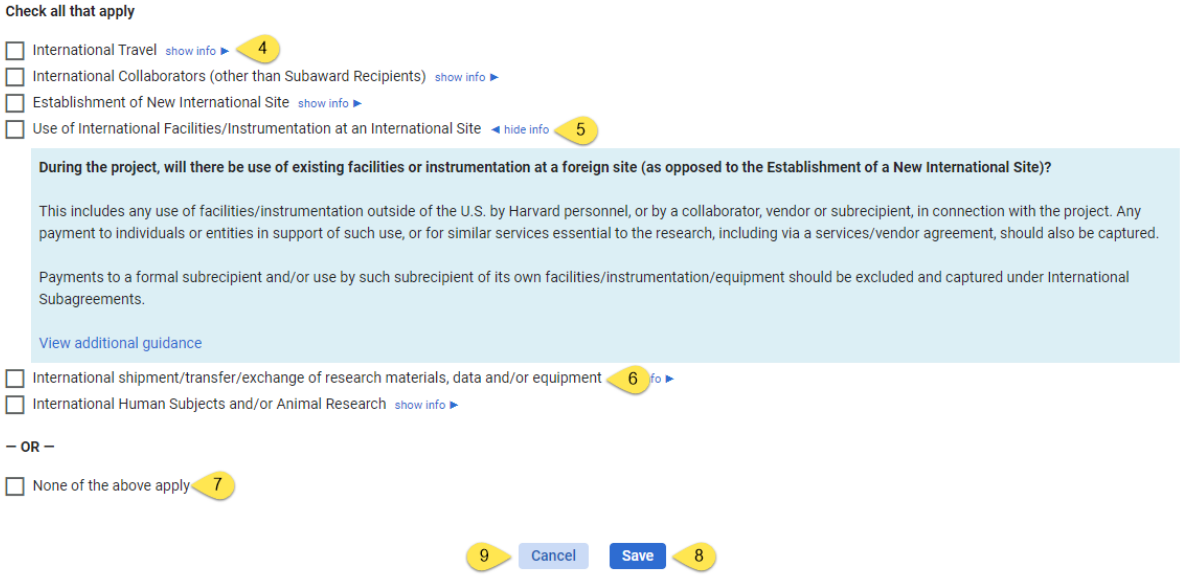
Edit International Collaboration & actvities – Screen Overview

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. 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.
3. If any subagreements with an international subrecipient have been associated with the proposal, the subrecipient(s) name, associated country, and date the subagreement was created in GMAS will 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
4. Click **Show Info** to display additional information about the international component
5. Click **Hide info** to collapse the additional information panel
6. Click the **Checkbox** to display the edit screen for the international component (such as International Travel, International Collaboration, etc.).
7. If no components apply, click "**None of the above apply**"; select "**Save**". Approval status is updated to "**NA**".
8. After entering data in any component other than "None of the above apply"; select **Save,** approval status is updated to "**Under development**", and user is returned to the proposal homepage.
9. 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



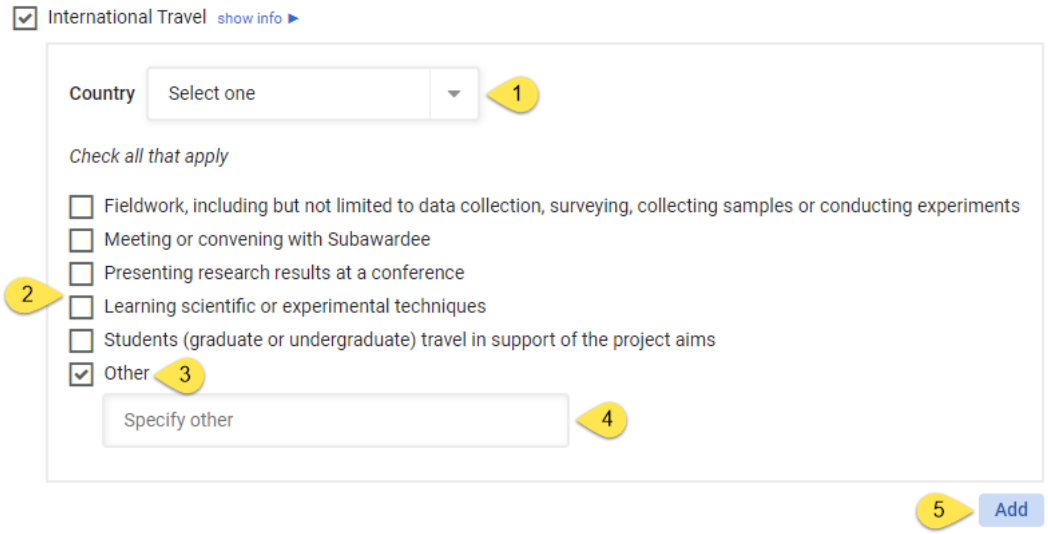

Check all that apply
International Travel show info ► 4
International Collaborators (other than Subaward Recipients) show info ►
Establishment of New International Site show info ►
Use of International Facilities/Instrumentation at an International Site ◄ hide info 5
During the project, will there be use of existing facilities or instrumentation at a foreign site (as opposed to the Establishment of a New International Site)?
This includes any use of facilities/instrumentation outside of the U.S. by Harvard personnel, or by a collaborator, vendor or subrecipient, in connection with the project. Any payment to individuals or entities in support of such use, or for similar services essential to the research, including via a services/vendor agreement, should also be captured.
Payments to a formal subrecipient and/or use by such subrecipient of its own facilities/instrumentation/equipment should be excluded and captured under International Subagreements.
View additional guidance
International shipment/transfer/exchange of research materials, data and/or equipment 6 fo ►
International Human Subjects and/or Animal Research show info ►
– OR –
None of the above apply 7
9 Cancel Save 8

Edit International Collaboration & Activities – Component Details:

For **International Travel, Collaboration, 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.

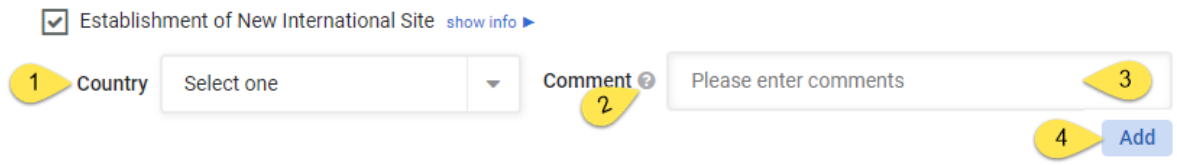
Figure 3



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** when 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 4



***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*

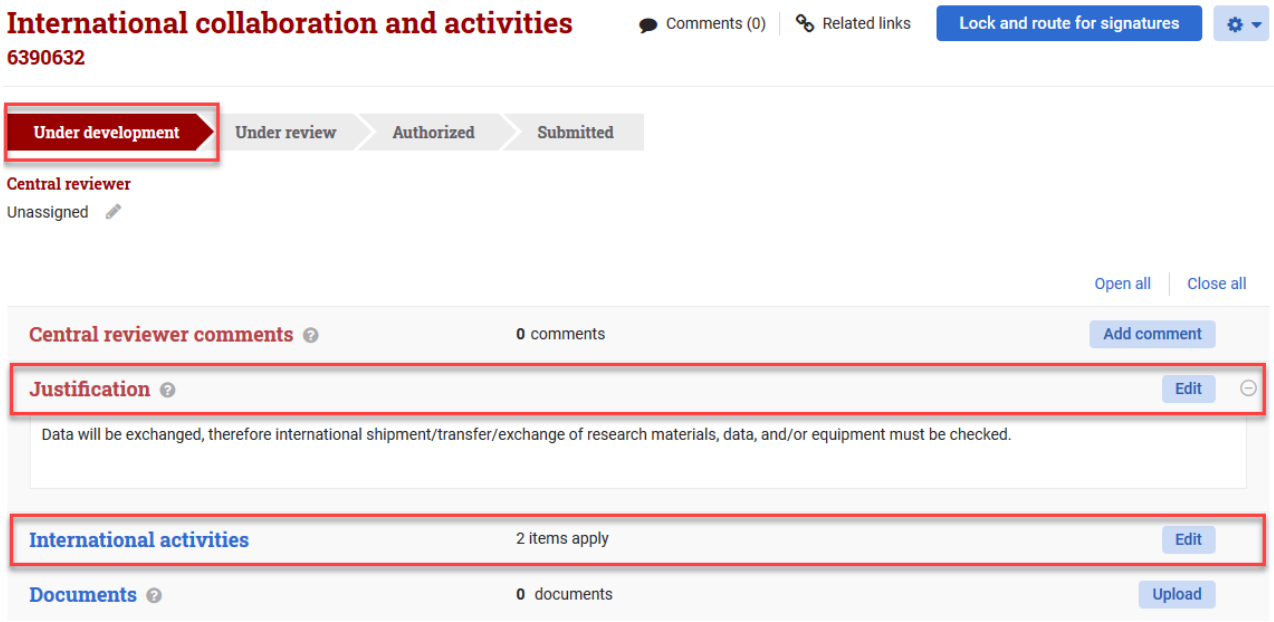
After entering information for all applicable categories, Click **Save**. You are returned to the request homepage.

Request Homepage

On the request homepage, the status of the request is now "**Under Development**". The Justification may be displayed or hidden by clicking on the + or – and remains editable until lock and route.

The International Activities panel is displayed. The number of components selected is displayed and the checklist remains editable until lock and route.

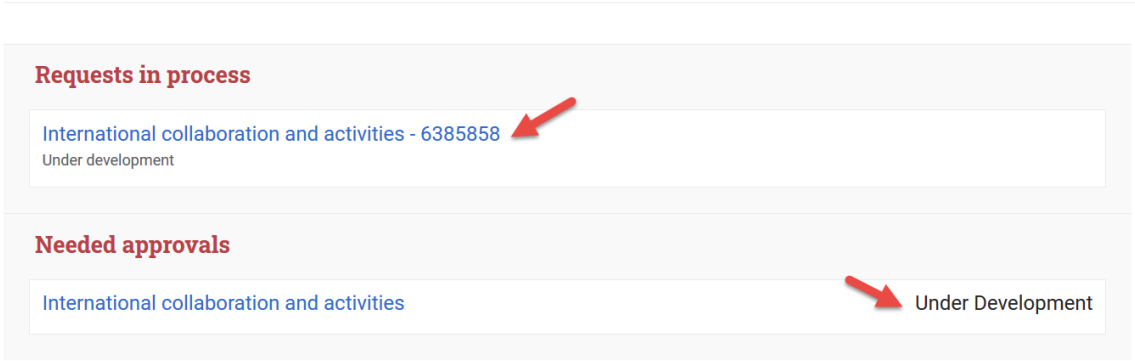
Figure 5



Segment Homepage

On the Segment homepage, International collaboration and activities request is now visible in the **Requests in process** panel, and the approval is visible in the **Needed Approvals** panel, with the status of **"Under Development"**

Figure 6



Signature on International Collaborations & Activities Approval

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 PI signature will also default.

When the request is Locked & Routed, the ICAA approval status will switch to "**Under Review**".

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

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