International Subawards Checklist 1 Pre-Preaward:
Considerations before initiating proposal development
Handout at NCURA Meeting - Fall 2008

Y  N  N/A
☐  ☐  ☐ Is the project within the institution’s mission?
☐  ☐  ☐ In the event things go wrong with this project, does the institution have
☐  ☐  ☐ an international emergency management team to respond to
☐  ☐  ☐ emergencies?
☐  ☐  ☐ Is the project short-term and specific, or a long-term program?
☐  ☐  ☐ Who needs to review the proposal?
☐  ☐  ☐ Sponsored Programs
☐  ☐  ☐ Technology Transfer
☐  ☐  ☐ Research Compliance (Export and Sanctions)
☐  ☐  ☐ Research Compliance (IRB and/or IACUC)
☐  ☐  ☐ Research Compliance (Environmental Health/Safety)
☐  ☐  ☐ Controller
☐  ☐  ☐ Legal Counsel
☐  ☐  ☐ Risk Management
☐  ☐  ☐ International Affairs
☐  ☐  ☐ Academic Affairs/Student Affairs
Are there any U.S. Government restrictions on conducting activities in this
country?
Are there any insurmountable ethical, social, or cultural issues associated
with the project abroad?
For each site,
☐  ☐  ☐ Does my institution need to have a registered legal presence in the
host country before starting the project?
☐  ☐  ☐ What are the ramifications of “registering” in a foreign country?
☐  ☐  ☐ Is there a local legal entity with which I can contract?
☐  ☐  ☐ Can I legally do business with this entity and its principal officers?
☐  ☐  ☐ Is this entity reliable?
For each individual collaborator, consultant, vendor, or subrecipient,
☐  ☐  ☐ Can I legally do business with this person or entity?
☐  ☐  ☐ Will a new local legal entity be formed?
☐  ☐  ☐ Will it be a collaborative entity?
☐  ☐  ☐ Under whose laws?
☐  ☐  ☐ Who would be the officers and directors of the local entity?
☐  ☐  ☐ Are there encumbrances on the collaboration (e.g., Buy America, Gov’t IP
rights)?
☐  ☐  ☐ If the proposal is for an instructional/academic program, are academic
issues such as accreditation and tuition equity being dealt with?
☐  ☐  ☐ Is there a need for an MOU/MOA with a local entity or a foreign
government agency?
May I obtain critical in-country privileges or exemptions (e.g., tax exemptions, liability protections, local regulatory assistance, etc.) through an MOU with a foreign government agency?

☐ ☐ ☐ ☐ Are foreign national/regional/local government approvals or licenses needed?

☐ ☐ ☐ ☐ Will institution personnel perform the project in a non-U.S. country?
  Does the institution’s health/medical and worker’s compensation insurance cover its expatriate employees?

☐ ☐ ☐ ☐ Does the institution’s liability insurance cover the proposed activities?
  Who (institution, sponsor, individual) will pay for additional insurance such as emergency evacuation insurance?

☐ ☐ ☐ ☐ Will the activities require the hiring of local nationals?
  What employer registration and labor law requirements are applicable? (e.g., local tax withholding, retirement, social security, benefits)

☐ ☐ ☐ ☐ Does the project involve shipment of instruments, materials and/or data between the foreign site and the U.S.?

☐ ☐ ☐ ☐ Will the institution be paid in U.S. dollars?
  If no, is the risk of fluctuating exchange rates acceptable?