

Columbia's Administrative Support

At Columbia University, working globally means working together across traditional academic and geographical boundaries to address critical global challenges. The development and implementation processes for overseas academic, research or service programs must consider a range of factors beyond those associated with ones that are conducted domestically.

Coordinated through Central Administration and in recognition of the rapidly expanding global nature of the university, the **International Administrative Working Group (IAWG)** complements and supports University units (schools, departments, centers or institutes). Within the **IAWG**, representatives from key functional areas serve as the single point of accountability for consistent responses and timely follow-up of international issues. Membership includes Central Administration and other units with international activities, including:

Controller's Office	Office of Global Programs
Controller, Medical Center	Office of Research Training & Compliance
Earth Institute	Office of the General Counsel
Global Centers	Office of the Treasurer
Graduate School of Architecture	Procurements Services
Human Resources	School of Arts & Sciences
ICAP	School of Continuing Education
Information Technology	School of International and Public Affairs
Institutional Review Board	School of Social Work
Journalism School	School of the Arts
Law School	Sponsored Projects Administration
Mailman School of Public Health	
Office of Alumni and Development	

Central Administration

Central Administration plays a key role in the support of schools/departments/centers/institutes, where international activities often originate. Central Administration complements the resources at the schools/departments/centers/institutes level in key functional areas such as legal, compliance and risk management, human resources, cash management, and purchasing, thereby reducing financial and reputational risks to the institution. Examples of the benefits of central administration's close involvement with the international activities include but are not limited to:

- Economies of scale with internal processes;
- Reduced costs to the university as a whole;
- Oversight of compliance (export controls, local laws, and regulations);
- Consistent practices (human resources, cash management, etc.);
- Accurate domestic compliance reporting (IRS Form 990, of Foreign Bank and Financial Accounts (FBAR), etc.); and
- University-wide program database for a Web site or for informational purposes.

Some offices within Central Administration that are most pertinent to international activities include:

Office of the General Counsel

The OGC provides guidance for faculty and staff involved in international activities, including information about creation and registration of programs abroad, the process of securing legal counsel abroad (Columbia policy requires that all legal counsel be engaged by OGC), the review and approval of contracts and agreements, and many other topics that are covered through this site. It is crucial that the OGC is involved as early as possible in the planning process for overseas projects. For additional information, please visit the [Office of the General Counsel](#) website.

Office of the Treasurer

Cash Management & Operations will help to manage funds, open and close of bank accounts, as well as transfer funds domestically and internationally. Insurance and Risk Management will advise on and secure insurance coverage. For additional information, please visit the [Office of the Treasurer](#) website.

Procurement Services

Procurement Services is responsible for domestic and international purchasing, including purchase orders, locating and working with vendors, and finding ways to save money. For additional information, please visit the [Procurement Services](#) website.

Controller's Office

Through the units of Financial Reporting & Operations, Payroll, Sponsored Projects Finance (SPF) and Tax, provides guidance and is responsible on behalf of the University and related organizations for enforcement and compliance with U.S. and international tax requirements relevant to international students, scholars and visitors (and the schools, departments, and offices hosting them). It also is responsible for financial reporting to funders and payroll for domestic and overseas staff. This includes employment tax issues, and tax information for international students, scholars, researchers, and other nonresident aliens at Columbia. For additional information, please visit the [Controller's Office](#) website.

Human Resources

Working with the individual HR units of each school, Human Resources provides guidance on hiring and employment domestically and internationally, as well as employment benefits, management structures, compliance with labor laws and policies, employee manuals, grievance processes and all other related topics. For additional information, please visit the [Human Resources](#) website.

Sponsored Projects Administration

Sponsored Projects Administration (SPA) serves as a central resource to support the research and service community at Columbia University by providing guidance and stewardship for the researchers and administrators on all campuses. SPA provides administrative support to investigators in their pursuit of research and other scholarly activities while ensuring compliance with federal, University and private sponsor regulations, terms and conditions. For additional information, please visit the [Sponsored Projects Administration](#) website.

Institutional Review Board

Columbia University has implemented a comprehensive Human Research Protection Program (HRPP). The program is charged with the responsibility of ensuring that all human research studies conducted by

Columbia faculty, employees, and staff are conducted ethically and in a manner that promotes the protection of participants in research. In accordance with institutional policy, all such research must not only be in compliance with state and federal regulations, but must also meet or exceed the standards of accreditation as set forth by the Association for Accreditation of Human Research Protection Programs (AAHRPP). For additional information, please visit the [Institutional Review Board](#) website.