

International Activity Planning - Assessment Tool

PI Name:

RASCAL #:

Date of Form:

Proposal Due Date:

Questions:	Assessed:			
	Yes	No	N/A	Information or Comments
1. Does the proposed activity fit with a core institutional mission and provide a clear benefit to the University?				
2. Does the University have prior experience in the region that might help inform scoping and planning?				
3. Can we learn from the experiences of other universities and nonprofits?				
4. Project governance: Is there appropriate oversight responsibility for project activities?	/	/	/	/
a. Methods (e.g., monthly/weekly conference calls, on-site visits, reports)				
b. Oversight from NY?				
c. Oversight in host country				
d. Steering/Advisory Committees or Board?				
5. Is adequate funding in place , and is there clear responsibility within the University for any cost overruns?	/	/	/	/
a. Do the budget and project plan cover any local staff members required, and how they will be paid?				
b. Longer-term projects add complexity in budget and financial planning, reviewed? See Special International Costs				

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6. <u>For federally funded projects,</u> involve Sponsored Projects Administration at early planning stages to address appropriate compliance measures in host countries, flow down of federal regulations, and treatment of indirect costs.				
7. Arrangements with local authorities <ul style="list-style-type: none"> • Licenses and permissions • Collaborations and support 				
8. Arrangements between Columbia and related entity (if formed) <ul style="list-style-type: none"> • Management, funding, and operational commitments • Signature authority and contracts with third parties • Financial controls 				
9. Do the planned activities trigger host-country human resource, tax, and social benefit regimes?				
10. Does the activity require the purchase of goods or services in the host country? If so, considerations include whether the items or services are purchased by Columbia or an overseas collaborator, which can have a financial impact on the project (tax, export, import duties, and insurance).				

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11. Are there concerns regarding the political environment, interference by governmental authorities, corruption, and safety? If the project is operating in a country or region known for these issues, how will each be handled?				
12. Are arrangements in place for any required visas/work permits?				
13. Each project should have an exit plan. Can the University choose to suspend or terminate the activities without undue hardship to participants, beneficiaries or study subjects if conditions become unstable or dangerous?				
14. Is the host country, or known participants, subject to U.S. trade controls or sanctions that might restrict our activities and dealings with collaborators or vendors?				
15. As applicable, is there a plan for complying with University policies for international research (including human subject research)?				
16. Should the project have an emergency and security plan? Will the University be responsible for evacuation of the family members of CU staff in country?				