

<b>Proposal Checklist:</b>			
Things to consider while working on an international research proposal			
YES	NO	Question	Notes
		Will an international subcontract be needed to accomplish program objectives?	
		What is the scope of the work to be accomplished? Is this affected by foreign involvement?	
		Will foreign staff be hired to work on the project? In what capacity? Where will they be working? Are there tax implications?	
		Will any stipends be offered to foreign individuals? Is this allowable by the sponsor and/or institution? How are the individuals classified (employee, scholar, etc.)? What is the scope of their work and where does it occur?	
		Will any foreign travel occur? How long will travelers be working and/or living abroad? Is any country on the U.S. State Department's Travel Warning/Restricted Country Lists?	
		Do all travelers abroad possess needed Visas and/or passports? Are there any special requirements? Are there any applicable country restrictions?	
		Is travel insurance needed/been purchased?	
		Are there any host country insurance requirements that will apply to any aspect to the project?	
		Are there host country laws (or domestic policy) that need to be considered when conducting this project?	
		Will foreign-based counsel be required for advising on the project?	
		Will professional translation services be needed?	
		Will a formal partnership agreement (MOU) be needed or desired?	
		Will students engage in any activity associated with this project in a foreign location?	
		Will any funds be needed internationally to conduct program activities? How will these be made available? How will these be documented?	
		Will the host country banking policies affect how funds are transferred and made available?	
		Will technology or communications equipment be shipped to/from a foreign location? Is any country on the U.S. State Department's Restricted Country List?	
		Do facilities and/or equipment need to be procured internationally for this project?	
		Will there be any intellectual property involved in the project? How will this be legally protected and made available to participants after the end of the project?	
		Is there a formal research administration unit available at all institutions involved in the project? What is the capacity of research administration at all involved institutions?	
		Will human/animal subject reviews be required for the project? Has this been communicated and understood by all project members? Will there be any costs associated with these?	
		Are there any expectations from any foreign entities regarding investment in their institutions? Who is contributing what to the project and will anything become the final property of a foreign institution?	

\*\*Inspired by the University of Washington's International Projects Start-Up Guide\*\*