

**Project Development Worksheet: Foreign Location Preparation**  
 (Sample information to be gathered from individuals with first-hand experience when possible)

Question	Notes
Which country do you have direct experience with (that you will provide details about below)?	
What kinds of projects has your institution done previously within this country?	
How long did project staff work/travel there?	
Where did project staff reside? Were there any IT/electricity issues? Would you recommend this place?	
What vendors would you recommend for: Lab supplies? Office supplies? Pharmaceutical supplies? Computers? Internet access?	
Are credit cards widely accepted? If yes, are there any NOT commonly accepted (e.g. Discover, American Express...)? Are there any issues with accessing money from an ATM?	
Did you open a bank account in this country? If so, which bank? Do the laws in this country prohibit unspent funds from being sent back to the U.S.? Did you have to report the bank account to local authorities? Will the account be taxed in-country? Any surprises about the banking laws or practices?	
How did the project staff travel around the city or in the country? Were there any concerns about using local transportation (e.g., taxis, buses) to travel? Was driving at night an issue?	
Do you have recommendations about maintaining health and security?	
Did your project require foreign legal counsel? If yes, would you recommend this person?	
Did your project require a translator? If yes, would you recommend this person?	
Were there any unanticipated customs of local business or cultural practices that negatively impacted your project? Do you have any advice that you would pass on?	