

International Collaboration & Activities Approval Entry at Proposal – Department Administrator

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Entering International Collaboration & Activities Approval Information at Proposal

Overview

The GMAS International Collaborations & Activities Approval checklist (ICAA) is used to document international components over the life of an award. The checklist is generated once an initial or competing renewal proposal in GMAS is completed and saved. The international activities panel is displayed on the proposal homepage. Once the proposal has been locked and routed, the ICAA is approved as part of the overall proposal review and approval process.

The data entered in the ICAA is information typically gathered in communications between the Department Administrator and Principal Investigator to ensure the appropriate documentation is included in the proposal to meet disclosure requirements. This checklist provides a central repository and point of reference for all international collaborations and activities associated with a specific proposal/award in GMAS.

This job aid focuses on entering International Collaborations & Activities into the ICAA at proposal. The ICAA may be created at other points in the award lifecycle and those scenarios will be covered in other job aids.

Roles & Responsibilities

The Department Administrator (or individual acting in such capacity) is responsible for supporting the preparation and entry of the proposal into GMAS, including the information required under the International Collaborations and Activities Approval.

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GMAS Instructions

Accessing the International Collaborations & Activities Checklist

After having entered the required information to create an initial or competing renewal proposal, the International Collaborations & Activities checklist is automatically generated. On the proposal homepage, “International Activities” will be displayed and identified as “**Not completed**” when no information has been entered in the checklist. Click “**Edit**” to complete the checklist.

Figure 1

The screenshot shows the 'Initial proposal' page for proposal number 6384772. At the top, there are navigation options: 'Comments (0)', 'Related links', 'Info', and 'Lock and route for signatures'. Below this is a progress bar with stages: 'Under development' (active), 'Under review', 'Authorized', and 'Submitted'. A red banner indicates the proposal is 'Due to central 4 days ago on Jun 8, 2020' and 'Due to sponsor in 3 days on Jun 15, 2020'. The 'Central reviewer' is listed as 'Unassigned'. A table of 'Actions required' lists four items, each with an 'Edit' button: 'Required information is missing for Duncan Maru', 'Proposal budget is missing', 'Approval questions have not been answered', and 'School questions have not been answered'. On the right, 'Key information' shows '12 do not apply'. Below the progress bar, there are sections for 'Central reviewer comments' (0 comments), 'Proposal information' (Basic research and all other), 'Approvals' (3 total, 3 needed, 0 attributes apply), 'International activities' (Not completed, with an 'Edit' button highlighted by a red arrow), 'Interfaculty involvement' (None), and 'Documents' (0 documents).

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Edit International collaborations & activities – Screen Overview

1. To email a link to edit the international collaboration and activities form, select the “Email this page” link at the top of the screen. This will open your email client with a link to the screen.
2. Click on related links to access resources such as the Business Process and additional Job Aids
3. If the Sponsor or Prime Sponsor on the proposal is an international sponsor (determined by Organization type assigned), the Sponsor/Prime Sponsor name and associated country is displayed. The name is a link to the organization’s record in GMAS.
4. If an international **subagreement** is associated with the proposal the subagreement number, name and country of the subrecipient, and the date the subagreement was created in GMAS is displayed. (any subagreement that has been declined will not be displayed)
 - a. Subagreement number is a link to the subagreement in GMAS
 - b. Organization name is a link to the organization’s record in GMAS
5. Click **Show Info** to display additional information about the international component
6. Click **Hide info** to collapse the additional information panel
7. Click the **Checkbox** to display the edit screen for each individual international component (such as International Travel, International Collaboration, etc.)
8. If no components apply, click “**None of the above apply**”; select “**Save**”. Approval status is updated to “**NA**”.
9. After entering data in any component other than “**None of the above apply**”, select **Save**. The approval status is updated to “**Under development**”, you are returned to the proposal homepage.
10. To return to the proposal homepage without saving any data, select **Cancel**. The checklist remains “**Not completed**”

Note: *Foreign Nationals* will only be displayed if the Sponsor or Prime Sponsor is NASA, DoD, or DoE. *Impact on US Foreign Policy* will only be displayed if the Sponsor or Prime Sponsor is NIH

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Figure 2

Edit international collaboration and activities 1 Email this page | Related links 2
Generated by International collaboration and activities 6390675

International sponsors and subagreements -

Organization type	Organization name	Country	Created on
Sponsor	Central European University	Hungary	
Subagreement - 5117153	McGill University	Canada	Sep 9, 2020

Check all that apply

International Travel [show info](#)

International Collaborators (other than Subaward Recipients) [hide info](#)

Does the project involve collaboration in support of the project aims with an individual who is employed by an international entity, or otherwise engaged outside of the United States, regardless of whether or not they receive any funding from the project or lab?

Select the appropriate country/countries where the work will occur (regardless of the collaborator's nationality) and indicate which activities the collaborator will be performing in each country.

Please exclude collaborations with individuals or entities that will be covered by a formal subaward and are captured as International Subawards under the project.

Figure 3

Establishment of New International Site [show info](#) ▶

Use of International Facilities/Instrumentation at an International Site [show info](#) ▶

International shipment/transfer/exchange of research materials, data and/or equipment [show info](#) ▶

International Human Subjects and/or Animal Research [show info](#) ▶

– OR –

None of the above apply

Edit International collaboration & activities – Component Details:

For **International Travel, Collaborators, Shipment/transfer/exchange of research materials, data and/or equipment, or Human Subjects and/or Animal Research**, add/edit data as follows after selecting the component:

1. Select **Country** from the drop-down menu
 - a. *Note: for all components, a specific country must be selected. The only exception to this rule is Human Subjects and/or Animal Research. To accommodate instances where an agency may be engaged to survey human subjects that meet certain criteria regardless of location, country may never be known. Therefore, the value of “Unknown” is available in this component only.*
2. Select any activities that apply (may be multiple)
3. If no activities listed apply, select “**Other**” (available for Travel and Collaborators only)
4. When “**Other**” is selected, enter description of the activity in the “**Specify other**” textbox

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- If there will be international activity in more than one country within a component, click “Add”, and enter details as noted above for each additional country.

Figure 4

The screenshot shows the 'International Travel' form. At the top, there is a checked checkbox labeled 'International Travel' with a 'show info' link. Below this is a 'Country' dropdown menu with 'Select one' and a callout '1'. Underneath is the instruction 'Check all that apply' followed by a list of activities with checkboxes: 'Fieldwork, including but not limited to data collection, surveying, collecting samples or conducting experiments', 'Meeting or convening with Subawardee', 'Presenting research results at a conference', 'Learning scientific or experimental techniques', 'Students (graduate or undergraduate) travel in support of the project aims', and 'Other' (which is checked and has callout '3'). Below the 'Other' checkbox is a text input field labeled 'Specify other' with callout '4'. At the bottom right of the form is an 'Add' button with callout '5'.

For **Establishment of a New International Site, Use of International Facilities/Instrumentation at an International Site, Foreign National, and Impact on U.S. Foreign Policy** add/edit details as follows after selecting the component:

- Select **Country** from the drop-down menu
- If comment field is displayed, comment is required. Hover over the **question mark** to display a tool tip for guidance on what to include in the comment. The comment will be specific to each component.
- Enter **Comment** if displayed.
- If there will be activity within this component in more than one country, click “Add” and enter details as noted above for each additional country.

Figure 5

The screenshot shows the 'Establishment of New International Site' form. At the top, there is a checked checkbox labeled 'Establishment of New International Site' with a 'show info' link. Below this are two input fields: a 'Country' dropdown menu with 'Select one' and callout '1', and a 'Comment' field with a question mark icon, callout '2', and the placeholder text 'Please enter comments' and callout '3'. At the bottom right is an 'Add' button with callout '4'.

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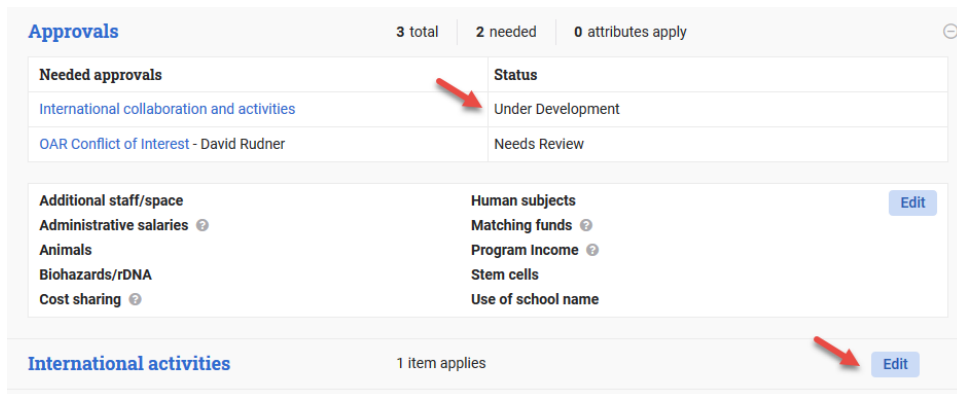
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After entering information for all applicable categories, Click **Save**. You will be returned to the proposal homepage.

Proposal Homepage

On the proposal homepage, In the Approvals panel the International collaborations and activities approval has been updated to **“Under Development”** unless **“None of the above apply”** was selected. If **“None of the above apply”** was selected, the approval status remains **“NA”**. The International Activities panel is displayed and the checklist remains editable until lock and route.

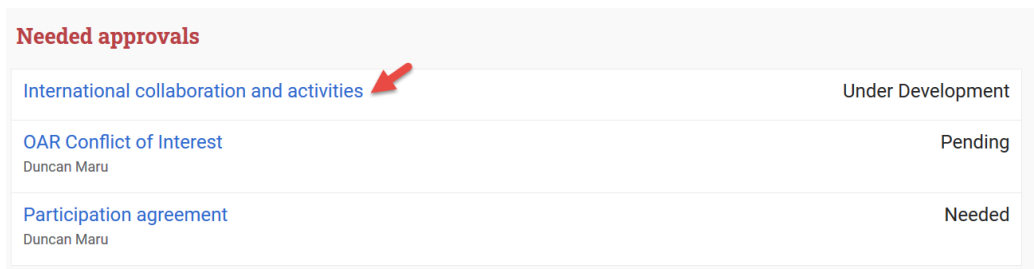
Figure 6



Segment Homepage

On the Segment homepage, International collaboration and activities is now visible on the **Needed Approvals** panel, with the status of **“Under Development”**

Figure 7



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At lock and route, if you have a component checked off indicating there is international activity, the approval status will switch to **“Under Review”**. If you selected **“None of the above apply”**, the approval status remains **“NA”**.

Once all signatures have been entered on the proposal, the proposal status updates to **“Authorized”**. The ICAA approval status will be set to **“Done”** (unless the approval status is **“NA”**) when the proposal is updated to **“Authorized”** or **“Submitted”**, whichever comes first.

Signature on International Collaborations & Activities Approval

The ICAA approval is associated with the proposal. It is approved by the PI (and others if required by departmental/local level or school guidance) as part of the proposal review/signature process. A summary of the International Collaborations and Activities identified will be displayed on the signature modal.

Figure 8

The screenshot shows a 'Sign electronically' modal window. At the top, it says 'Sign electronically' with a close button (X). Below this is a section for 'Project Title' with a red header. Underneath, there are fields for 'PI', 'Proposed amount \$0', and 'Proposed dates Jun 30, 2020 - Jun 29, 2023'. To the right, under 'Key information', there are two checked items: 'Human subjects' and 'International'. Below this is a section titled 'International collaboration and activities' with a red border. It contains a checked item 'International Travel : Croatia', a link '5 Items not selected show', and a link 'View international details'. Below the modal content, there is a paragraph: 'By clicking "Sign" below I affix my signature to this proposal, agree to its terms, and certify the following:'. This is followed by a bulleted list of three items: 'I have read and understand the information contained in this proposal and confirm that the contents of the proposal are complete and accurate and represent the final application to be submitted to the sponsor, and', 'The information represented in the GMAS system and in all documents therein is complete and accurate; and', and 'To the best of my knowledge and belief, this submission complies with all applicable University and sponsor policies.'. Below this list, it says 'Additionally, the PI certifies that:' followed by another bulleted list: 'All my sources of research funding are accurately disclosed in the current and pending/other support pages, as required by the sponsor, and', and 'My conflict of interest disclosures and faculty activity reports are current and accurate.'

Note: If a proposal is revised to re-submit, the approval will be set to incomplete and previous responses will be populated into the form for review.

Resources

- [International Collaboration & Activities Business Process](#)
- [International Collaboration & Activities Work Instructions – Central Reviewer](#)
- [International Collaboration & Activities Tool Kit – Grant Manager](#)

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- [International Collaboration & Activities Approval Review – Central Administrator Job Aid](#)
- [International Collaboration & Activities Approval Review – Department Administrator Job Aid](#)
- [International Collaboration & Activities Request – Department Administrator Job Aid](#)
- [International Collaboration & Activities FAQ](#)