POLICY FOR FOREIGN PROJECT REGISTRATION

The Foreign Project Registration form was created to anticipate and address potential administrative, financial and/or legal issues that may arise in the development and implementation of foreign projects. The form asks investigators to provide details regarding the nature of their project so that the Office of Global Health (OGH), the Office of Research, and the International Project Administration Task Force (IPATF) can advise and better assist investigators throughout the project’s lifespan. All projects will be kept on record available to the Office of the Dean.

Who should complete the form:

- All UMMS faculty, staff and trainees initiating or renewing a project with an international component
- International components may include but are not limited to:
  - Hiring of foreign nationals, sending UMMS faculty, staff and trainees to a foreign country, traveling to a international destination
  - Research with foreign partner, research in a foreign country,
  - Funding from foreign institutions or in non-US currency,
  - Opening a foreign bank account, purchasing equipment, lease or rent vehicle in a foreign country, etc.

When to complete the form:

The foreign project registration form should be completed as soon as planning for any projects with an international component begins and details are sufficiently known.

This includes:

- When planning any initiative that involves international travel and/or import/export of items and information
- When applying for a grant with an international component
- When initiating collaborations with foreign organizations, institutions or persons
- When renewing a project or grant with an international component
- When significant changes to an existing international project are made

- The form MUST be completed a minimum of 30 days before the project start date in the event of an un-funded project. In the event that the project is funded and handled by the Office of Research, the Foreign Project Registration form must be completed at the time of grant submission to the OOR and a minimum of 60 days
before funding begins. Foreign Projects funded by any institutional funds MUST be registered and receive approval prior to disbursement of funds.

**Department/Program Approval:** The Principal Investigator must obtain appropriate department/program leadership approval and signatures on the foreign project registration form prior to submission to the Office of Global Health.

**Foreign project review:**

The Office of Global Health will review the Foreign Project Registration form along with members of the International Project Administration Task Force (IPATF). This means that OGH or IPATF may advise OOR to turn down any outside funding for a project that has been rejected at the Foreign Project Registration form level. An approved FPR with a letter from OGH will be required for grant administration by OOR.

**Procedure for form submission:**

1. Obtain departmental support for the project.
2. Access the form online at [http://www.umassmed.edu/globalhealth](http://www.umassmed.edu/globalhealth); in the left menu bar, click “Foreign Project Registration Form.”
3. Complete the form as early as possible. For unfunded projects, the form must be completed a minimum of 30 days before project start date. For funded projects, the form must be completed a minimum of 60 days before project proposal is submitted to the Office of Research.
4. Email the completed form and any accompanying documents to OGH Program Coordinator (jessica.chang@umassmed.edu). Supporting documents should include:
   a. Export Control Checklist
   b. Document explaining Scope of Work
   c. Document explaining Budget Justification
5. OGH and IRATF will make every effort to respond promptly to the Foreign Project Registration request. OGH may coordinate a brief meeting or correspondences among the investigator, project administrator(s) and certain IPATF members to discuss potential issues surrounding legal, human resources, finance and accounting, export control, and/or international safety and security. Depending on the complexity of the project the response time may be longer than 30 days.
6. Keep OGH apprised of any developments or changes made to the project.