

Global Support General Planning Worksheet

Information about you

Your name

Email

Phone number

Your Department

Are you the principal investigator?

Project information

Name of the project/award

UFIRST number (if known)

Projected Start Date (mm/dd/yyyy)

Projected End Date (mm/dd/yyyy)

Funding source (i.e. USAID, NIH, etc.)

Global considerations

What are you doing? (Purpose)

Where are you going? (Destination)

- Is it an OFAC-sanctioned (Office of Federal Asset Control) country?

How are you getting there? (Transportation)

Will you need to travel in-country?

Who is going?

Please identify the number of UF employees and students v. non-UF employees and students.

Are there any collaborators, partners or other programs joining you at any point?

If so, is it a foreign or domestic organization?

Have they managed a grant before?

What are their accounting abilities?

Can they perform the scope of work?

Have you conducted a risk assessment through UF Research Integrity?

Where are you staying? (Lodging)

How often or how long will you be there? (Duration)

Do you need sustenance? (Per Diem/Meals)

Are there any special requirements? (e.g. registration, passports, visas, vaccinations, medications)

Who will you need to hire abroad? (e.g. drivers, translators, escorts, security, field assistants, study participants, trainees)

How will they be paid?

Will you need funds in-country to conduct project activities?

How will payments be handled and tracked in general? (e.g. consider exchange rate, cash economy, other payment options)

What type of space will you need? (e.g. office, lab, land, conference room)

Are there associated research costs? (e.g. field permits)

Will you be shipping items to or from the US? Please identify the items.

Will you be leaving equipment there or will you transfer ownership of equipment to a foreign partner? Please identify the equipment.

Does the project involve human subject studies in a foreign country?

Have any collaborative agreements been executed or be needed with a foreign-based entity?

What host country laws need to be considered for this project?

How will UF legally operate in this foreign country?

Will UF need to establish a registered presence?

Will UF need to hire foreign-based counsel to advise on the activity?

Are there host country insurance or tax requirements that apply to this activity?

Do UF Regulations impose any restrictions on travel, spending or other activities?

Does your sponsor have any restrictions on travel, spending or other activities?

Between UF Regulation and your sponsor, who has the more restrictive policy? (Follow that one!)

Are any approvals required? Describe.

Are there any country-specific safety and security concerns? (consult Department of State's Travel Warning list)

What is the overall budget (including in-country budget)?

Have you considered all possible costs associated with this project?

Please contact Research Integrity for assistance planning your next international project.

Email: globalsupport@research.ufl.edu

Call: 352-392-9174