

International Projects Preliminary Questionnaire

Principal Investigator: _____ Department: _____

Project Title: _____

Sponsor: _____ Date of Submission: _____

You are being asked to complete this questionnaire because you are the PI on a proposal or an award for a sponsored project that is international in scope. The information you provide here will help the University be better prepared to assist with any special needs required for your overseas program. It will also help to ensure compliance with the laws of the United States and the countries where Tulane will be operating, the safeguarding of Tulane employees who may be deployed abroad and our readiness to conduct business abroad.

Please complete the following questions to the best of your ability. After completing, press the "Submit by Email" button at the top or bottom of the page. You may also print the form and send it to the Office of Research Administration (ORA) or to the Logistics Group for projects in the SPHTM. ORA, the SPHTM Logistics Group or representatives from other Tulane offices may contact you for additional information or discussion if necessary.

- 1. List the country(ies) in which you propose to conduct your project. For each country, please include an expected duration of presence. include an expected duration of presence.**

Country	Duration (months, years)	For University use:

Project Staffing

- 2. Do you plan regularly to use the services of one or more foreign nationals?**

If yes, in the table below:

(a) describe whether Tulane University will be expected to hire these individuals, or whether a local personnel firm will or could supply the labor;

(b) identify which, if any, hold a faculty-level position at Tulane University; and

(c) identify which are local foreign nationals (i.e., from the country(ies) in which the study is to be conducted) and which are foreign nationals from a third country.

Provide foreign national's name or indicate TBD	To be hired by Tulane or...	...to be supplied by an in-country personnel firm	Is this a faculty-level position at Tulane?	State citizenship of the person to be hired

For University use:

3. Do you plan to hire one or more U.S. nationals to live &/or work overseas?

If yes, complete the table below:

3a. Indicate if do you expect to deploy one or more Tulane employees to live &/or work overseas?

3b. If yes to 3a, identify the people you plan to hire by job description/title & affiliation (e.g., Tulane faculty, student)

Name (or state if TBD) of employee to be deployed	Tulane Employee Currently?	Title & Affiliation (e.g. faculty, student, staff)
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

For University use:

Project Spending:

4. In the table below, state 1) total budget proposed or awarded by sponsor 2) what percentage of your proposed budget and 3) how much in dollars you estimate will be spent in the country(ies) listed under #1 above.

Total budget in dollars proposed or awarded for the project	Percent of total budget proposed/awarded that will be spent in country(ies) listed under #1 above:	Estimated dollars that will be spent in the country(ies) listed in #1 above:
\$ <input type="text"/>	Country: <input type="text"/> % <input type="text"/>	\$ <input type="text"/>
	Country: <input type="text"/> % <input type="text"/>	\$ <input type="text"/>
	Country: <input type="text"/> % <input type="text"/>	\$ <input type="text"/>
	Country: <input type="text"/> % <input type="text"/>	\$ <input type="text"/>
For University use:		

Assets, Contracts & Leases

5. Equipment & supplies:

- a. Does the project provide for the purchase and use of equipment (e.g. cars, computers, laptops, scientific instrumentation, etc.) in the country(ies) where the work is to be conducted?

- b. Does the project call for project personnel to travel and carry or ship equipment (e.g. computers, laptops, scientific instrumentation) for use in the country(ies) where the work is to be conducted?

- c. Does the project provide for the purchase and use of supplies (e.g. chemicals, animals, reagents, software, toxins, vaccines, etc.) in the country(ies) where the work is to be conducted?

- d. Does the project call for project personnel to travel and carry or ship supplies (e.g. chemicals, animals, reagents, software, toxins, vaccines, etc.) for use in the country(ies) where the work is to be conducted?

6. Space: Do you plan to establish a Tulane University office in any of the countries listed under question #1?

7. Will your project be conducted in cooperation or collaboration with one or more foreign or governmental organizations, ministries, agencies, etc.?

8. Will your project be conducted in cooperation or collaboration with one or more foreign nationals?

If yes to either or both 7 and 8, describe in the table below the cooperation or collaboration and how the relationship between the parties will be structured (e.g., subcontract, purchased services, Memorandum of Understanding).

Name of foreign national, government organization, ministry, agency	Consulting Agreement?	Subcontract?	Purchased Service?	Memorandum of Understanding?
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For University use:

Compliance areas

9. Will this project require or result in:			
Topic	Yes	No	For University use:
Use of Human Subjects (<i>e.g. in clinical trials, surveys, videotaping, interviews, collection of blood or biological samples, etc.</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Use of Animals	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous Substances	<input type="checkbox"/>	<input type="checkbox"/>	
Radiological Materials	<input type="checkbox"/>	<input type="checkbox"/>	
Recombinant DNA	<input type="checkbox"/>	<input type="checkbox"/>	
Restrictions on Publication of Research Results, Patents, or Copyrights	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel traveling abroad, carrying laptop, supplies, equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Other (please describe)	<input type="checkbox"/>	<input type="checkbox"/>	

10. Have you had any previous projects in the country(ies) in which your project will be conducted?

If yes, in the box below, describe the nature of the project, and did you encounter any special difficulties in carrying it out?

Describe:	
For University use:	

11. Are you aware of any other Tulane projects in the country(ies) in which your proposed project will be located?

If yes, please describe in the box below.

Describe:	
For University use:	