



IIST Pre-Award Review

FACULTY AND STAFF CHEAT SHEET

Faculty and staff are encouraged to present as much relevant detail as possible *as early as possible* to ensure that UF can aid and support the activity. Project costs that are not requested from the sponsor are voluntary cost share and require the appropriate approvals.

What activities prompt the IIST review?

The IIST participates in the College-level proposal approval process for sponsored projects by reviewing:

- Non-conference foreign travel
- All travel to high-risk countries, including conferences (travel advisory levels 3-4)
- Hiring Foreign Nationals
- Relationships with foreign entities or individuals
- Importing or Exporting anything
- International IRB/IACUC

What should the DEPARTMENT know?

Foreign Travel

- Is the traveler prepared to travel to high-risk areas?
- Has the traveler registered with UFIC (even if not using UF funds)?
- Does the budget include all travel costs (airfare, ground transportation, lodging and meals)?
- Will UF host any foreign nationals in the US?
- Will any students be traveling abroad?
- What equipment, materials and supplies are needed?

Collaborations/Relationships with foreign entities or individuals

- Are all collaborators listed (even if they will not receive funding)?
- How will collaborators receive funding?
- Was the collaborator reviewed by the IIST (e.g., cleared in Visual Compliance)?

IRB/IACUC Abroad

- Does the proposal include human subjects or involve animals?
- Is there a local IRB/IACUC?
- Is IRB/IACUC indicated in the UFIRST proposal Smartform?

Importing/Exporting

- Is there a certificate or permit needed? If so, what is the cost?
- Will you need any specialized equipment/IP?
- How will equipment, supplies and/or samples be transported to/from the U.S.?

What about MISSING costs?

We **highly recommend** the following items be included in proposal budgets (if allowed by sponsor):

- Passports/Visas
- Vaccinations/Inoculations
- Translators and translation services
- Customs & Shipping Fees
- Taxes and exchange Fees
- Consultants (laborers/field workers)
- Participant Support
- Field Permits
- In-country travel (taxi, boat, train, bus, etc.)
- Meals (or per diem in lieu of meals & lodging)