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)?
- Is IRB/IACUC indicated in the UFIRST proposal Smartform?

IRB/IACUC Abroad

- Does the proposal include human subjects or involve animals?
- Is there a local IRB/IACUC?
- How will equipment, supplies and/or samples be transported to/from the U.S.?

Importing/Exporting

- Is there a certificate or permit needed? If so, what is the cost?
- Will you need any specialized equipment/IP?

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)