

**Office of Contract and Grant Administration (OCGA), SIO OCGA, Health Sciences Sponsored Project  
Pre-Award Office (HSSPPO)  
Guidelines for Conducting International Research**

**APPLICATIONS FOR FEDERAL GRANTS:**

- List all foreign components present in your proposal  
Consult with your C&G Officer prior to adding a foreign component to a federally funded project
- Identify foreign components in each annual progress report
- For DOD proposals, disclose key personnel information as outlined in [their memo dated March 20, 2019](#)

**FOREIGN COMPONENT INCLUDES:**

- Collaborations with investigators at a foreign site anticipated to result in co-authorship;
- Use of facilities or instrumentation at a foreign site; or
- Receipt of financial support, or other funded or un-funded resources from a foreign entity (includes materials)
- At the time of proposal, NSF requires disclosure of a foreign organization's involvement in a project via a check box and justification as to why that organization's participation is essential ([Chapter I.E.6 of NSF's Proposal Guidelines](#)).

**FOREIGN “TALENT PROGRAMS”:**

- Exercise caution and disclose participation

**OTHER NOTES**

- Carefully read all proposal guidelines to ensure understanding of any changes to federal policies
- DOE grantees may be prohibited from participating in foreign talent programs
- Export Control review must be flagged in the internal proposal record (ePD) to ensure review by UCSD's Export Control Office
- Any materials or information shared with a foreign entity must be covered under a formal agreement (sponsored research, material transfer, data use, confidentiality, collaboration, etc.)
- Disclose any foreign visitors to your departmental leadership *prior* to the visit, as additional on-boarding steps must be taken to ensure compliance

**FREQUENTLY ASKED QUESTIONS:**

***Q: Where on my federal application should I disclose my foreign affiliations and support?***

A: Biosketch, Other Support / Current & Pending (Post award: Progress reports and closeout summaries)

***Q: For what types of agreements do the disclosure of foreign engagements apply?***

A: All types, including research contracts and grants, cooperative agreements and organizational awards, including any from foreign governments or entities. See here for the NIH policy: <https://bit.ly/2CLVYVu>  
Unfunded and service agreements are included.

**FINAL THOUGHTS:** When in doubt, reach out!

Lisa Meredith, Associate Director, OCGA [lmmeredith@ucsd.edu](mailto:lmmeredith@ucsd.edu) Tel: 858-822-0749

Frank Truong, Grant Manager, SIO [fruong@ucsd.edu](mailto:fruong@ucsd.edu) Tel: 858-534-7962

Erika Wilson, Senior Director, HSSPPO [eswilson@ucsd.edu](mailto:eswilson@ucsd.edu) Tel: 858-822-4980