<table>
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<th>AGENDA</th>
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| **New NIH Regulations on Objectivity in Research** | Brenda Seiton  
Assistent VP/Director  
Conflict of Interest |
| **International Research and Subcontracts** |  |
| **Employees and Independent Contractors (Payroll, Benefits Issues and Workers Compensation)** | Joleen Mitchell  
Director  
Financial Operations: Payroll |
| **International SOS (ISOS)** | Cheryl Ritchie  
Director  
Insurance & Loss Control Program |
| **Export Controls (Countries that Require Additional Scrutiny and Restricted Parties)** | Kris West  
Associate VP/Director  
Office of Research Compliance |
| **Foreign Corrupt Practices Act** | Kris West  
Associate VP/Director  
Office of Research Compliance |
| **Considerations for Subawards/Subcontracts to International Partners** | Holly Sommers  
Director: Pre-award Grants Administration  
Office of Sponsored Programs |

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| - Next Meeting: November 17th – 9:30 am to 11:00 am  
Woodruff Health Sciences Administration Building (WHSCAB) Auditorium  
1440 Clifton Road N.E. – 1st Floor |
| - Find information about ERAZ at [http://www.or.emory.edu/About_Us/ERAZ.cfm](http://www.or.emory.edu/About_Us/ERAZ.cfm) |
| - Email topics and suggestions for future meetings to eraz@emory.edu. |
| - Your opinion and thoughts matter. Please complete the survey that will be sent out after this meeting. |
New NIH Regulations on Objectivity in Research

Brenda Seiton
Assistant VP/Director
Conflict of Interest Office

September 15, 2011
New NIH Regulations

- Threshold dropped to $5000; any equity in a private company; travel reimbursement included, remuneration from non-profits included
- Who discloses What: All Investigators must report all SFI related to Institutional Responsibilities
- Information Reported to PHS Agency – Detailed report that includes investigator name, name of the entity, type of remuneration, value, description of relatedness, management plan
- Information Reported Publicly – Publish on a website or in writing to inquirer almost all of the information on PHS report
- Sub-recipient compliance – must be in a written agreement
- FCOI Training – required prior to engaging in research; every 4 years thereafter; or immediately upon change in policy; Investigator is new to an institution; finding of non-compliance
- Retroactive Review - detailed review similar to an Inquiry of Scientific Misconduct when there is non-compliance with the policy or management plan
OFFICE OF RESEARCH ADMINISTRATION
Emory Research A–Z
Overseas Research
SEPTEMBER 15, 2011
Overview

- Research based in a Foreign Country
- Research based in US with Foreign Nationals working in the US
- Research based in US with International Components, e.g., Subawards in foreign countries

*Early Planning is Key*
Employees and Independent Contractors
Payroll, Benefits, Issues and Workers Compensation
Employees & Independent Contractors

- International Workforce Options
  - Employ foreign nationals or third-party nationals directly
  - Send US citizens abroad
  - Primary Consideration – Will Emory need to register to do business or establish an NGO in the country in order to hire employees? This could take 1–2 years
  - Employ foreign nationals or third-party nationals through local NGO
  - Hire employees through employment company
  - Hire independent contractors
Employees & Independent Contractors

- Payroll Concerns
  - U.S. Citizens
    - Short Term v. Long Term
      - Foreign Tax Exclusion
      - Social Security Payments Abroad
      - Double Taxation
  - Foreign Nationals and Third-Party Nationals
    - Foreign Tax and Social Security Issues

- Benefits & Health Insurance
- Workers Compensation
- US–Based Foreign Nationals – Additional issues with U.S. taxes that will not be addressed today
ISOS & Emergency Planning
Comprehensive Membership Program

**Medical Assistance**
- 24-Hour Worldwide Medical Information & Assistance
- Medical & Dental Referrals
- Dispatch of Medication & Medical Supplies
- Medical Monitoring
- Emergency Evacuation
- Medically Supervised Repatriation
- Repatriation of Mortal Remains

**Personal Assistance**
- Legal Referrals
- Lost Document Advice & Assistance
- Emergency Message Transmission
- Emergency Personal Cash
- Medical Expense Guarantee
- Emergency Translation & Interpreter Services
- Claims Assistance

**SOS Clinics**
- Access to International SOS clinics

**Travel Assistance**
- Transportation to Join Hospitalized Member
- Accommodation While Visiting Hospitalized Member
- Transportation of Minor Children
- Return of Traveling Companion
- Travel Arrangements After Medical Evacuation
- Emergency Family Travel Arrangements

**Online Services & Information**
- SOS Scholastic Communications Portal
- Travel Health Information
- Emergency Record
- Email Health Alerts

**Travel Safety Assistance**
- Security Evacuations
- Travel Safety Information
- Personal Locator
- Email Safety Alerts
- Personal Safety Assistance
Communication and Implementation

- Membership Card
- Implementation Letters
- Online Communications Portal
- Online Links via Intranet at: www.international.emory.edu
Welcome to Emory University's International Assistance Program

International SOS provides Emory's students, faculty, and staff traveling internationally on Emory business or sponsored programs, with international medical, security, and travel assistance, managed and administered by International SOS. International SOS is the world's largest medical and security assistance company, with more than 6,000 professionals in 24-hour Alarm Centers, international clinics and remote site medical facilities across five continents. International SOS is the leader in its field, ready to help you with all of your medical and security needs.

Please note that this is an assistance program, NOT healthcare or health insurance. You should determine how your health insurance applies to international care prior to departure. In most instances, medical expenses incurred abroad will have to be paid out of pocket and reimbursement sought later from your insurance carrier.

Make sure you review important medical and safety information about the country to which you are traveling. We encourage you to learn more about the Membership Benefits and to find answers to Frequently Asked Questions by clicking on the tabs above.

Emory University travelers heading outside the corporate travel arrangement are required to log their air, hotel, and car bookings into Personal Travel Locator, an easy-to-use web-based link for their safety. Please contact your employer for an online tutorial. It provides a flash demo of training where you can see individual modules, watch the entire video demonstration, and/or read step-by-step instructions.

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Contact Profile – personal, emergency, physician contacts

Health Summary – medical history, allergies, medications

Vaccination Management – interactive tool comparing traveler vaccination history to travel destinations.

Storage for Electronic Documents – passport information, X-rays, medical images, credit card information
China

China

Medical & Security Alerts

United States 7/22/2011 2:30:00 PM Heat wave causes health risk

Begin typing your search [Search]

Overview Security Medical Travel City

Security Risk Ratings

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>H</td>
<td>Medical Country Risk Rating: High</td>
</tr>
<tr>
<td>L</td>
<td>LOW TRAVEL RISK for China</td>
</tr>
<tr>
<td>M</td>
<td>Non-central districts of cities in Guangdong province, remote border areas; Xinjiang Uighur Autonomous Region (XUAR)</td>
</tr>
</tbody>
</table>

Risk Summary

Foreign business travelers face few major hazards outside remote and border areas (notably near the borders with Indo-China (in the far south-west), the Russian far-east (north-east) and Central Asia (north-west). The risk of petty and more serious crime also tends to be higher in the cities of Guangdong province - especially the Guangzhou-Dongguan-Shenzhen corridor. Violent crime against foreigners is rare, but not unheard of. Ethnic Chinese visitors, regardless of nationality, face a heightened risk of falling victim to violent crime. Petty crime, particularly in crowded areas such as markets and train stations, and travel safety issues in general, are the main risks to travelers. Driving standards in the cities are generally adequate, however, they tend to drop significantly as one moves away from major centres. Road traffic accidents on city streets constitute a far greater risk to travelers than violent crime. Terrorism poses a low risk.

Hong Kong

Travellers must take precautions against petty crime and scams in the main business, shopping and entertainment districts of Hong Kong Island and Kowloon. Occasional muggings have also been reported in the territory's country parks and rural areas. Hong Kong has no indigenous terrorist groups and faces a low risk of terrorism. Protests have become a fairly common feature of political life. They can disrupt traffic, but to date have been almost entirely peaceful.

STANDING TRAVEL ADVICE
China

Overview  Security  Medical  Travel  City

Summary

TRAVEL RISK SUMMARY

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STANDING TRAVEL ADVICE

- Normal travel can continue.
- Be aware that special permits are required for entry into and travel within Tibet Autonomous Region. Personnel should also be aware that the authorities may on occasion restrict travel to or within regions of China with little or no notice during periods of heightened political tension. Contact your embassy prior to travel for up-to-date information on travel-related requirements.
China

Routine Medical Care

- Obtain any necessary routine medical/dental care before you leave.
- Carry a copy of your personal health record with you when you travel.
- Pack an ample supply of prescription and routine medications in their original packaging. Place them in your carry-on luggage, with copies of your prescription. Consider carrying a doctor’s note explaining your need for legal, non-prescription drugs you have packed.
- In English and the language of your destination(s).

Vaccinations for China

Recommendations may vary for short-term visitors. Always consult your travel health advisor or contact International SOS to discuss your specific needs.

<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Recommended For</th>
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<tbody>
<tr>
<td>Hepatitis A</td>
<td>Recommended for all travellers and expatriates.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Recommended for all travellers and expatriates.</td>
</tr>
<tr>
<td>Japanese Encephalitis</td>
<td>Recommended for expatriates and travelers spending more than 30 days in endemic areas during summer. See CDC map. If vaccine is not available in many of the risk countries, complete your vaccination course before travel.</td>
</tr>
<tr>
<td>Rabies</td>
<td>Adults who will visit the Xinjiang Uyghur Autonomous Region are recommended to have a one-</td>
</tr>
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Exclusions

- Payment of medical bills and legal bills
- Independent Contractors
- Travelers over 75 (medical coverage)
- Expenses incurred for a Security Evacuation resulting from a natural disaster
- Expenses incurred as a result of a self–inflicted injury
- Expenses related to injury from caving, skydiving, bungee–jumping, zip–lining, rock climbing, ballooning, hang gliding, etc.
- Treatment or expense related to childbirth, miscarriage or pregnancy
- Haiti, Cuba, Iran, Iraq, Afghanistan, North Korea
QUESTIONS?
Export Controls
Including Countries that Require Additional Scrutiny and Restricted Parties
Export Controls

What are Export Controls:

- Federal Regulations designed to advance US national security, foreign policy and economic interests.
- Regulate payments to foreign countries or foreign nationals; transfer or shipment of goods; transmission of sensitive information to foreign governments and persons.
- A license may be required prior to engaging in certain export or “deemed” export activities.
Federal Agencies with Export Control Oversight

- US Dept. of State – Directorate of Defense Trade Controls (DDTC)
- US Dept. of Treasury – Office of Foreign Assets Control (OFAC)
- US Dept. of Commerce – Bureau of Industry and Security (BIS)
- US Dept. of Homeland Security
What are Exports?

- Traditional Exports – actual shipment or transmission of “items” including technical services or information outside of the US.
- Deemed Exports – transfer or release of regulated technical information (including source code or technology to a foreign national while he/she is in the US. Includes email, websites, lab tours, etc.
- Foreign Nationals don’t include naturalized US citizens or permanent residents (Green Card holders).
Don’t Panic – Exemptions from Deemed Export Regulations

- Publicly Available Information – generally accessible to interest public; found in published media; shared in libraries and open conferences.
- Educational Information – released via instruction in catalog courses and associated teaching labs of academic institutions.
- Patent Information
- Fundamental Research – basic and applied research in science/engineering when results are ordinarily published and broadly shared w/in scientific community.
What is not Fundamental Research?

- Proprietary Research – Restricts publication and other forms of sharing research results in some way such as requiring sponsor approval before publication.

- Industrial development, design, production, and product utilization – restrict dissemination of research results for proprietary or national security reasons.
If there is a traditional export or a deemed export of a controlled item AND there is no exemption or exception from export control regulations, then you need a license before the export/deemed export can occur.

Whether item is controlled depends on item and foreign country/national involved.

Licenses can take a long time to get and aren’t always granted.
EXPORT CONTROL HOT BUTTON ISSUES
Hiring Foreign Nationals to Work on Research

- Emory must certify on US Immigration Form I–129 whether license will be required to allow foreign national employee to have access to controlled technical information or technology.
- Applies to H–1B, H–1B1, L–1 and O–1A visas.
- Use Decision Tree at International Student & Scholar Services website: http://www.emory.edu/isss/mini_sites/important_announcements_2011/11_02_18_deemed_export.html
Countries Requiring Additional Scrutiny

- OFAC Embargoed or Targeted Sanctions Countries
  - Balkans, Belarus, Myanmar (Burma), Cuba, the Democratic Republic of Congo, Iran, Iraq, the Ivory Coast, Lebanon, Former Liberian Regime of Charles Taylor, Libya, North Korea, Somalia, Sudan, Syria and Zimbabwe.

- Arab League Boycott of Israel
  - Kuwait, Lebanon, Libya, Qatar, Saudi Arabia, Syria, United Arab Emirates, and the Republic of Yemen
Payment to Foreign Nationals -- Specially Designated Nationals List

• OFAC has list of persons and companies who assets are blocked (e.g., controlled by a targeted country, terrorists, narcotics traffickers) and with whom US citizens/companies are not permitted to deal.
• Need to check list before making payments to foreign nationals or companies.

Emory has Visual Compliance Software license to enable this process.
• See http://www.orc.emory.edu/export_control/index.cfm for list of persons with access to Visual Compliance and link to SDN list.
Foreign Corrupt Practices Act
Foreign Corrupt Practices Act

- Prohibits improper payments to, or other improper transactions with, non-U.S. officials to influence the performance of their official duties.

- Generally, employees and agents are prohibited from giving, paying, promising, offering, or authorizing the payment of anything of value, directly or indirectly through a third party, to any “foreign official” to obtain or keep business or to secure some other improper advantage.

- Contact Office – Office of the General Counsel, Mindy Simon
FCPA Examples

Emory may

- Host a foreign official at Emory if the purpose is to show off the campus;
- Honor a foreign country or one of its officials if the purpose is not to get or retain business but to acknowledge with gratitude the assistance of the country in Emory’s academic programs; and
- Pay the reasonable travel and subsistence costs of a foreign official if Emory is required by contract to pay these costs.

But note:

- Because of the risk that a meal away from Emory’s campus is not directly related to the promotion, demonstration or explanation of products and services, Emory should not pay for a meal for a foreign official in the foreign official's home country.
Shipping Infectious Agents and Biological Materials
# Shipping Infectious Agents and Biological Materials

## Who Needs Training?
- ANYONE who participates in offering, shipping, or preparing shipments of hazardous materials
  - This includes infectious and biological substances

## How Often?
- Every 3 years under 49 CFR
  - Parts 172.700, 173.1, 175.200, 177.800
- Every 2 years under International Civil Aviation Organization (ICAO) & International Air Transport Association (IATA)
- As often as the regulations change
Biological Material: Transport & Transfer Tool

- Do you need a…
  - Material Transfer Agreement?
  - Import Permit?
  - Export Permit?
  - Domestic Transport Permit?

- This tool will lead you through the process of:
  - Determining what other documentation you need &
  - How to get the documentation

http://www.ehso.emory.edu/programs_research_safety_transportation.html
Considerations for Subawards/Subcontracts to International Partners
Subawards and Subcontracts

International Research often involves subcontracting to organizations based outside of the United States.

There are numerous additional considerations to be made when we are subcontracting with a foreign partner.

As with other aspects related to international research:

*EARLY PLANNING IS KEY*
As with all subawards and subcontracts, specific requirements will vary based on many factors.

These include:

- Who is Emory’s prime sponsor?
- Who are we partnering with internationally?
- What does the work involve?

These issues must be reviewed at both the proposal stage and the award stage.
OSP will need a standard consortium letter from all partners, including foreign partners

- A consortium letter must indicate a willingness to enter into a written agreement and must provide all applicable certifications and assurances required by Emory’s prime sponsor.
- A consortium letter must be signed by that institution’s Authorized Official. This is very rarely our partnering PI.

*Can the partnering institution make all of the necessary certifications and assurances?*
Subawards and Subcontracts
Proposal Considerations

- For NIH grants, all first-tier subawards, including foreign sites, must have a DUNS number.
- A DUNS number can be obtained by phone at 1866–705–5711 or online at: http://fedgov.dnb.com/webform
- Requests by phone are generally handled that day. Requests submitted by the webform may take 3–4 days
- No subaward may be issued until Emory is provided the DUNS number for the site.
Subawards and Subcontracts
Proposal Considerations

- Budget Development Questions
  - Does the prime sponsor allow foreign subawardees to collect indirect costs? NIH allows up to 8% of Total Direct Costs minus equipment. Not all agencies allow foreign subawardees to collect indirect costs.
  - Is the subawardee requesting fringe benefits? Do they have documentation supporting these rates or amounts?
Subawards and Subcontracts
Proposal Considerations

If an international subaward is not included in the original proposal, adding a foreign subaward to an existing grant will most likely require agency prior approval. This can take time.

◦ As an example, NIH and NSF must receive approval from the US Department of State before grant recipients may enter into a subaward with a foreign organization.

◦ NIH and NSF proactively send qualified proposals with foreign components to the Department of State for review and approval before issuing an award. The Department of State may further work with the appropriate country embassy for approval.

◦ If the subaward is not included in the original approval, then prior approval must be sought before a subaward is added. Because State Department approval is needed, this can take time.
Foreign Subawards are subject to the following:
- Applicable US Law
- National and Local Laws of the Foreign Collaborator’s country
- Agency-specific Requirements
- US Awardee Institution Policy
- Foreign Collaborator’s Institutional Policies
Examples of NIH’s Public Policy Requirements which are applicable to foreign collaborators:

- Research Misconduct
- Human Subjects
- Animal Welfare
- Objectivity in Research (Financial Conflict of Interest)
- Recombinant DNA Molecules and Gene Transfer Research
- Inclusiveness in Research Design
- Lobbying
- Non-delinquency on Federal Debt
- Debarment and Suspension
- Use of Metric System
- Fly American Act
- USA Patriot Act
Subawards and Subcontracts
Specific Award Considerations – IRB Issues

- Is International Site is Engaged in Human Subjects Research?
  
  An institution is considered to be engaged in Research whenever its employees or agents for the purposes of the Research project obtain: (1) data about the subjects of the research through Intervention or Interaction with them; or (2) Identifiable Private Information about the subjects of the Research.
For an international, non-Emory site that is engaged in human subjects research that is federally funded, investigator must have:

- OHRP–approved Federalwide Assurance for the non-Emory foreign site
- OHRP–registered local IRB (Ethics Committee)
- Approval letter for proposed research from local IRB

Dual IRB review, unless the Institutional Official approves otherwise.

- If reliance on another IRB is approved, then Authorization Agreement is required.
Subawards and Subcontracts
Specific Award Considerations – IRB Issues

For an international site that is not engaged in Human Subjects Research that is federally funded, investigator must provide:

◦ If international site has an IRB (Ethics Committee), then an approval letter from that IRB must be provided to Emory IRB, or, alternatively, international site IRB can provide a letter stating it has determined its approval is not necessary.
◦ If international site does not have an IRB, then letter must be provided showing that appropriate institutional or oversight officials permit the research to be conducted at the site.
For an international, non-Emory site that is engaged in human subjects research that is non-federally funded, investigator must have:

- Dual IRB (Ethics Committee) review, unless otherwise permitted by Institutional Official
- If no IRB, Emory can serve as sole IRB, but would need information on local context
Subawards and Subcontracts
Specific Award Considerations – IRB Issues

Applicable IRB Policies:

- NOTE Re. FDA–Regulated, Non–Federally Funded Studies:
  - FDA does not require an FWA
  - FDA IRB registration requirements only apply to IRBs located in the US
Federally-funded Animal Research at international sites:

- PHS Policy on Humane Care and Use of Laboratory Animals (PHS Policy) applies to PHS funded activities in foreign countries, but adherence to other acceptable standards can be established with OLAW approval.
- Individuals receiving PHS support must be affiliated with an institution that assumes responsibility for compliance with PHS Policy, i.e., has filed an Animal Welfare Assurance with the Office of Laboratory Animal Welfare.
- Animal Welfare Act/USDA regulations apply to institutions in US.
Subawards and Subcontracts
Specific Award Considerations – IACUC Issues

Foreign subawardees working with animal subjects must obtain an Animal Welfare Assurance for Foreign Institutions. This constitutes the foreign subawardee’s institutional assurance and certification of compliance with the applicable laws, regulations and policies of the jurisdiction in which the research will be conducted and a commitment to follow the *International Principles for Biomedical Research Involving Animals*. 
NIH maintains a list of foreign sites that have approved assurances at: http://grants.nih.gov/grants/olaw/assurance/500index.htm.

If a foreign subawardee does not already have an approved Assurance, it must obtain an approved Assurance from the Office of Laboratory Animal Welfare (OLAW) before a subaward for animal research may be issued.
In addition, as prime awardee, Emory remains responsible for animal activity conducted at the foreign site and must provide verification of IACUC approval. Emory may choose to accept the approval of a foreign organization’s IACUC. However, we remain responsible for the review. In practice, this means each protocol needs to be assessed on a case-by-case basis. The following general guidelines apply:

- At a minimum, the foreign must have the Assurance as noted above and must provide us with a copy of their local IACUC approval.
- For those protocols with no or minor pain or stress and which do not use an AWA-covered species, the local Assurance and IACUC approval may be sufficient.
- For those protocols with significant pain or stress or which use an AWA-covered species (dog, cat, rabbit, NHP), Emory would most likely require a copy of the approved protocol in addition to the local IACUC approval. Emory may also require USDA-licensure in these cases.
TIP: *Early planning is key.* These issues will need to be reviewed on a case–by–case basis and the requirements for each case may vary.
Subawards and Subcontracts
Payment Considerations

- All subawards to foreign institutions will be written and paid in US dollars.
  - This potentially creates issues for a subawardee due to currency conversion fluctuations
  - All risk from such fluctuations is the subawardee’s risk

- Advance payment may not be possible and is not always advisable
  - Cannot make advance payments on federal grants
  - Advance payment may be required to be deposited in interest-bearing accounts
  - Advance payments must be carefully considered because issues will arise if subawardee does not adequately perform
Emory may want to reserve the right to withhold final payment until we receive all deliverables on a subaward (reports, services, data, etc.)

Must consider how payment will be made – wire payments, checks?
- Foreign subawards paid by wire will not be placed on a Purchase Order. This must be taken into consideration while monitoring project balances.
- The Emory department is responsible for processing wire payments to foreign subawardees for invoice payment
Subawards and Subcontracts
Financial Considerations

Audit Requirements
- Many foreign subawardees will not meet the threshold requiring an A-133 audit
- For those organizations which do not have an A-133 audit, Emory may require that the subaward provide their most recent audited financial statements or other documentation
- OSP/OGCA will work with the departments in cases where risk appears to be high to implement appropriate audit standards
Subawards and Subcontracts

- If you remember nothing else, remember:

  **PLAN EARLY**
OTHER TOPICS
(Not Covered Today)

- Paying Non-US Citizens in the US – Stephen Frangis
- Visa/Immigration (to US) – Lelia Crawford
- Travel Questions – Jennifer Hulsey
- Leasing Space – Beverly Cormican
- Accessing Funds – Kim Pate

*See International Contacts Handout*

Are there topics on which you would like more in-depth information?
Plan Ahead
Plan Ahead
Plan Ahead
QUESTIONS?
# INTERNATIONAL CONTACTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Name</th>
<th>Department</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial</strong></td>
<td></td>
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<tr>
<td>Paying Emory employees abroad and international payroll issues</td>
<td>Joleen Mitchell</td>
<td>University Payroll Services</td>
<td><a href="mailto:joleen.mitchell@emory.edu">joleen.mitchell@emory.edu</a> 7-6137</td>
</tr>
<tr>
<td>Establishing a bank account abroad</td>
<td>Kim Pate</td>
<td>Office of the Controller</td>
<td><a href="mailto:kimberly.pate@emory.edu">kimberly.pate@emory.edu</a> 7-0441</td>
</tr>
<tr>
<td>Reimbursements, advances, acquiring goods and services abroad or from foreign vendors, P-card issues</td>
<td>David Thurston</td>
<td>Financial Operations</td>
<td><a href="mailto:david.thurston@emory.edu">david.thurston@emory.edu</a> 7-6089</td>
</tr>
<tr>
<td>Paying non-U.S. citizens working in the U.S.</td>
<td>Stephen Frangis</td>
<td>Office of the Controller</td>
<td><a href="mailto:stephen.frangis@emory.edu">stephen.frangis@emory.edu</a> 7-7290</td>
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<tr>
<td>Travel Questions</td>
<td>Jennifer Hulsey</td>
<td>Procurement and Payments Services</td>
<td><a href="mailto:jennifer.hulsey@emory.edu">jennifer.hulsey@emory.edu</a> 7-8096</td>
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<tr>
<td><strong>Human Resources</strong></td>
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<td>Hiring and providing benefits for foreign faculty/staff</td>
<td>Mary Smith</td>
<td>Human Resources</td>
<td><a href="mailto:mary.smith@emory.edu">mary.smith@emory.edu</a> 7-0423</td>
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<td><strong>Immigration</strong></td>
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<td>Visa/Immigration (to US)</td>
<td>Lelia Crawford</td>
<td>International Student and Scholar Programs</td>
<td><a href="mailto:lcrawfo@emory.edu">lcrawfo@emory.edu</a> 7-3300</td>
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<td><strong>International Research</strong></td>
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<tr>
<td>Sponsored Programs</td>
<td>Holly Sommers</td>
<td>Office of Sponsored Programs</td>
<td><a href="mailto:hsomme2@emory.edu">hsomme2@emory.edu</a> 7-2507</td>
</tr>
<tr>
<td>IRB Issues</td>
<td>Sarah Putney</td>
<td>Institutional Review Board</td>
<td><a href="mailto:sputney@emory.edu">sputney@emory.edu</a> 2-9750 Toll free: (877) 503-9797</td>
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<tr>
<td><strong>Legal Issues</strong></td>
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<tr>
<td>Export Controls</td>
<td>Doris Kirby</td>
<td>Office of Research Compliance</td>
<td><a href="mailto:doris.kirby@emory.edu">doris.kirby@emory.edu</a> 7-2516</td>
</tr>
<tr>
<td>Legal issues, including registration abroad</td>
<td>Mindy Simon</td>
<td>Office of the General Counsel</td>
<td><a href="mailto:mesimon@emory.edu">mesimon@emory.edu</a> 2-1169</td>
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<tr>
<td><strong>Risk Management</strong></td>
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<td>Insurance coverage</td>
<td>Cheryl Ritchie</td>
<td>Risk Management</td>
<td><a href="mailto:cheryl.france@emoryhealthcare.org">cheryl.france@emoryhealthcare.org</a> 8-7932</td>
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<td><strong>Space &amp; Health and Safety</strong></td>
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<td>Leasing space overseas</td>
<td>Beverly Cormican</td>
<td>Office of Business Management</td>
<td><a href="mailto:beverly.cormican@emory.edu">beverly.cormican@emory.edu</a> 7-8391</td>
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<tr>
<td>Environmental health and safety</td>
<td>Patty Olinger</td>
<td>Office of Environmental Health and Safety</td>
<td><a href="mailto:patricia.owler@emory.edu">patricia.owler@emory.edu</a> 7-5690</td>
</tr>
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Overseas Research HELPFUL LINKS

Presented to Emory Research A-to-Z on September 15, 2011

General
(1) Conducting Research Abroad  http://international.emory.edu/resources/research/index.html
(2) MOU Database  http://international.emory.edu/about/mou/search.php
(3) MOU Guidelines  http://international.emory.edu/about/mou/guidelines.html
(4) Travel Links  https://www.finance.emory.edu/home/travel/index.html

Export Controls
(1) Export Controls
   Overview of Export Controls Regulations:  http://www.orc.emory.edu/export_control/index.cfm
   Laptop Handout  http://www.orc.emory.edu/export_control/forms/ChecklistLicenseExceptionBag.pdf
                 http://www.orc.emory.edu/export_control/forms/ChecklistLicenseExceptionTools.pdf
(2) International Student & Scholar Services Website (I-129)
   Hiring Decision Tree  http://www.emory.edu/isss/mini_sites/important_announcements_2011/11_02_18_deemed_export.html

Tax
(2) See Left-Hand Menu on Accounting Services Website for Non-Resident Alien Tax Assistance web-link  https://www.finance.emory.edu/home/accounting_svcs/index.html