Other Support and Foreign Component Cheat Sheet

**How to Use This Cheat Sheet:**

For more complete information, visit the [Research Operations website](https://www.bmc.org/research-operations/resources), and view the unabridged Other Support and Foreign Component Work Flow document. This Cheat Sheet is intended only to flag the issues on the left and provide quick references on the right. It is not a comprehensive guideline.

|  |  |
| --- | --- |
| If I… | Then… |
| Foreign Components | |
| * …Plan to **have a foreign component** * …Have an **NIH-approved foreign component** * …Need to **add/amend a foreign component** * …Want to **collaborate** with someone outside the US on an NIH-sponsored project * …Are **co-authoring** an NIH –supported project with a **foreign co-author** or **acknowledges support** from a foreign entity, individual, or government | Work on:   * Obtaining prior approval from NIH for foreign components, provide RPPR descriptions for approved foreign components, and work with Research Operations contacts below for other issues. * Update your disclosures with the COI office for any new disclosures you had not yet provided.   See:   * [Research Operations Website](https://www.bmc.org/research-operations) * [Research Application Instructions for NIH and Other PHS Agencies](https://grants.nih.gov/grants/how-to-apply-application-guide.html) * [NIH and Other PHS Agency Research Performance Progress Report (RPPR) Instructional Guide](https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf) * [NOT-OD-19-114: Reminders of NIH Policies on Other Support…](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-114.html) * [NIH FAQs: Other Support and Foreign Components](https://grants.nih.gov/faqs#/other-support-and-foreign-components.htm) * [NIH Public Access Policy](https://grants.nih.gov/grants/policy/nihgps/html5/section_8/8.2.2_nih_public_access_policy.htm).   Contact:   * Director of Pre-Award: [Stephanie.Wasserman@bmc.org](mailto:Stephanie.Wasserman@bmc.org) * Senior Research Compliance Manager: [Michelle.Irick@bmc.org](mailto:Michelle.Irick@bmc.org) * COI Disclosures: [COI-Compliance@bmc.org](mailto:Jami.Wood@bmc.org) |
| Other Support | |
| * …have **applied for** or have received **funding** from a foreign institution or government * …have access to **non-financial resources** (e.g., office/lab space, research materials, equipment, staff) at BMC or through an outside foreign or domestic entity * …want to work with **visiting personnel** or **postdoctoral fellows with their own domestic or foreign support** that flows through BMC, is received directly by the researcher, or flows through a non-BMC institution. | Work on:   * List support, paid and unpaid (e.g. in-kind) in this section on *Current and Pending Support/Other Support* pages. * Provide a complete biosketch with all research-related affiliations and resources, not only those you deem relevant for the project, which is a change. NIH now wants estimated valuations for resources. * Update your disclosures with the COI office for any new disclosures you had not yet provided.   See:   * [Research Operations Website](https://www.bmc.org/research-operations) * [Research Application Instructions for NIH and Other PHS Agencies](https://grants.nih.gov/grants/how-to-apply-application-guide.html) * [NIH and Other PHS Agency Research Performance Progress Report (RPPR) Instructional Guide](https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf) * [NOT-OD-19-114: Reminders of NIH Policies on Other Support…](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-114.html) * [NIH FAQs: Other Support and Foreign Components](https://grants.nih.gov/faqs#/other-support-and-foreign-components.htm) * [BMC Travel and Transferring Data](https://www.bmc.org/sites/default/files/Research/documents/Travel-and-Transferring-Electronic-Data.docx) * [BMC Travel and Transferring Biological Materials](https://www.bmc.org/sites/default/files/Research/documents/Travel-and-Transferring-Biological-Materials.docx)   Contact:   * Director of Pre-Award: [Stephanie.Wasserman@bmc.org](mailto:Stephanie.Wasserman@bmc.org) * Senior Research Compliance Manager: [Michelle.Irick@bmc.org](mailto:Michelle.Irick@bmc.org) * COI Disclosures: [COI-Compliance@bmc.org](mailto:Jami.Wood@bmc.org) |
| Outside Activities | |
| * …have a **position or affiliation** – paid, unpaid, or honorary – with a foreign or domestic institution * … are participating in a **foreign talent**   **recruitment program**   * …have a **paid or unpaid personal consulting or advisor** relationship with a foreign entity * ….have **travel expenses** paid by or reimbursed directly to you from a foreign entity, individual or government * …have an **ownership interest** in a foreign entity * …have personally received a **non-financial item of value** from a foreign entity | Work on:   * Disclose affiliations/positions, paid or unpaid; and foreign relationships on *Current and Pending Support/Other Support* pages. * Provide a complete biosketch with all research-related affiliations and resources, not only those you deem relevant for the project, which is a change. NIH now wants estimated valuations for resources. * Update your disclosures with the COI office for any new disclosures you had not yet provided.   Contact:   * Director of Pre-Award: [Stephanie.Wasserman@bmc.org](mailto:Stephanie.Wasserman@bmc.org) * Senior Research Compliance Manager: [Michelle.Irick@bmc.org](mailto:Michelle.Irick@bmc.org) * COI Disclosures: [COI-Compliance@bmc.org](mailto:Jami.Wood@bmc.org) |
| Other Issues | |
| * …plan on **traveling internationally** on institutional business related to your BMC responsibilities and want to take your laptop * …have been **offered or have received a gift (cash and/or in-kind equipment or services)** to support your institutional work from a foreign entity * …have a foreign entity **propose an institutional research relationship** * …want to **host a visiting scholar, student, tour group, or other individual** from a foreign entity or government at BMC * …participate in an **NIH peer review process** | Work on:   * Review or receive guidance from BMC on international travel, export controls, and information security. * Review BMC guidance on transferring data and biological materials. * Update your COI disclosures using the email address below. * Do not sign agreements or make agreements yourself; contact the Senior Research Compliance Manager below for guidance.   See:   * [Research Operations Website](https://www.bmc.org/research-operations) * [BMC Travel and Transferring Data](https://www.bmc.org/sites/default/files/Research/documents/Travel-and-Transferring-Electronic-Data.docx) * [BMC Travel and Transferring Biological Materials](https://www.bmc.org/sites/default/files/Research/documents/Travel-and-Transferring-Biological-Materials.docx)   Contact:   * Director of Pre-Award: [Stephanie.Wasserman@bmc.org](mailto:Stephanie.Wasserman@bmc.org) * Senior Research Compliance Manager: [Michelle.Irick@bmc.org](mailto:Michelle.Irick@bmc.org) * COI Disclosures: [COI-Compliance@bmc.org](mailto:Jami.Wood@bmc.org) * BMC Development: [philanthropy@bmc.org](mailto:philanthropy@bmc.org) * Contact the International Students and Scholars Office (ISSO) for international students at [isso@bu.edu](mailto:isso@bu.edu), and BMC HR at [HRConnect@bmc.org](mailto:HRConnect@bmc.org) for other individuals. * Information Security Officer at [Lee.Cullivan@bmc.org](mailto:Lee.Cullivan@bmc.org) |