

Procedures for Initiating an International Project or Program

Please submit a brief summary of your proposed project or program, addressing the questions below, where applicable. Submit the summary to the international programs contact in your school to obtain the Dean's approval (contacts are listed below). Please include the cover page found at the end of this document.

1. Which non-U.S. countries do you expect to involve in your project?
2. How long is the proposed grant or project period?
3. What are the expected annual costs and sources of funding?
4. In what kinds of activities do you expect to be involved?
5. What kind of institutional administrative capacity or infrastructure is needed to support this partnership?
6. Do you expect to have VU employees (faculty or staff) or students located in a non-U.S. country? If so, what will they be doing and how long will they be there?
7. Has there been a site visit to the location to review the safety conditions and accommodations?
8. Will you have a local collaborator (either in the form of a local sponsor or subcontractee)?
9. Do you plan to (a) hire local employees in the project, (b) open local bank accounts or (c) enter into leases or other contracts for goods and services?
10. Will the project involve human subjects or recipients of services? If so, how will they be used or what services will be provided?
11. Have you had any previous projects in the non-U.S. country in which your proposed project will be located? If so, what was the nature of the project and were any problems encountered?
12. Are you aware of any other VU projects in the non-U.S. country in which your proposed project will be located? If so, please identify them.
13. What are the principal risks relating to the project that should be addressed?
14. Does this partnership have the support of your department chair and/or Dean?

Submit your summary to:

A&S: Vicki Greene
Engineering: Stacy Klein
Peabody: Xiu Cravens
Divinity: Kim Maphis Early
Law: Mike Newton
Medicine: Julie Hudson

Nursing: Linda Norman
Owen: Gary Scudder
Blair: Cynthia Cyrus