

## **NIH POLICY MANUAL**

### **1895 - COORDINATION OF INTERNATIONAL ACTIVITIES**

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#### **A. Purpose:**

This chapter explains the policy and procedural responsibilities whereby the John E. Fogarty International Center for Advanced Study in the Health Sciences (FIC) coordinates international activities on behalf of the NIH in cooperation with other Bureaus, Institutes, and Divisions (BIDS).

#### **B. References:**

1. 22 U.S.C. 2102; 42 U.S.C. 242 1 (PHS Act, Section 307); 42 U.S.C. 242 (PHS Act, Section 301 (a)(4)).
2. Public Law 95-426, "Title V; Science, Technology and American Diplomacy" (Foreign Relations Authorization Act, FY 1979).
3. Federal Register, March 16, 1968 (33 FR 4641) (Statement on Organization and Functions of the Fogarty International Center)
4. Federal Register, February 1, 1979 (44 FR 6521), "Statement of Organization, Functions, and Delegations of Authority, Office of International Affairs," Office of the Secretary, HHS.
5. Federal Register, July 13, 1981 (46 FR 35917), "Coordination and Reporting of International Agreements," Office of the Secretary, Department of State.
6. Department of State, Foreign Affairs Manual 700, "Treaties and Other International Agreements" (10/25/74), Codification of Department of State's Circular 175, December 13, 1955, as amended.
7. Task Force to Assess the Missions and Functions of the Fogarty International Center. Report to the Director, NIH, June 1979.
8. HHS General Administration Manual, Part 20-50, "HHS International Agreements."
9. HHS General Administration Manual, Part 22-30, "International

Correspondence."

10. HHS Travel Manual, Chapter 7-00, "International Travel and International Meetings."

11. PHS Travel Manual, Chapter 8-00, "International Travel and International Meetings."

12. NIH Manual Chapter [1125](#) "NIH Organization and Functions Manual," (HN-5) "John E. Fogarty International Center for Advanced Study in the Health Sciences."

13. NIH Manual Chapter [2300-320-3](#) "The NIH Visiting Program."

14. NIH Manual Chapter 2300-320-5 "The NIH Guest Researcher Program."

15. NIH Manual Chapter [3012](#) "Participation of Foreign National Patients in Intramural Clinical Research Studies."

16. NIH Manual Chapter 1130 "Delegations of Authority, Program: Grants and Awards, [No. 5](#), Special Foreign Currency Program (P.L. 480)" and "Program: General, [No. 14](#), Senior International Fellowship Program."

17. NIH Manual Chapter [4104](#) "NIH Research Grants to Foreign Institutions and International Organizations."

18. NIH Manual Chapter 6000-3-6 "Clearance of Foreign Research Contracts and Certain Foreign Supply Contracts."

19. NIH Manual Chapter 6000-3-6.61 "Clearance of Awards to Domestic Contractors for Research in Certain Designated Foreign Countries."

20. NIH Manual Chapter 1762-3 "International Correspondence."

21. NIH Manual Chapter 1520 "Foreign Travel."

22. NIH Manual Chapter 1530 "Travel Under International Fellowships."

### **C. Background:**

The mandate of the FIC, as presented in the Federal Register of March 16, 1968 (33 FR 4641), is to:

- provide the facility for the assembly of scientists and leaders in the biomedical, behavioral, and related fields for discussion, study, and research relating to the development of science internationally as it pertains to health and its implications and applications for the future;

- further international cooperation and collaboration in the life sciences through its research programs, conferences, and seminars;
- provide postdoctorate fellowships for training in the United States and abroad and promote senior scientist exchange between the United States and other countries;
- coordinate NIH activities and functions generally concerned with the health sciences at an international level; and
- serve as a focal point for foreign visitors to the National Institutes of Health.

In July 1978, the Director, NIH, established a task force to assess the mission and functions of the FIC. The task force report of June 1979 recommended strengthening the FIC as the central point at NIH for international activities with the Director of the FIC serving as the major advisor to the Director, NIH, on international activities. The report emphasized the mission of FIC to develop a strong policy analysis capability concerning the international aspects of biomedical and behavioral research to complement and further the goals of the BIDs. Thus, in 1981, the Director, FIC, was also designated Associate Director for International Research, NIH, and now he/she serves in that dual capacity.

#### **D. Responsibilities:**

In accordance with NIH Manual Chapter 1125, the FIC discharges its responsibilities through four types of activities: Advanced International Studies, International Research and Awards, Foreign Scientists Assistance, and International Coordination and Liaison. The first two activities are specifically FIC programs, whereas the second two are programs administered by the FIC for the NIH. These latter programs require BID participation and are the subject of this chapter.

#### **E. Definitions:**

1. Foreign Scientists Assistance This activity supports the NIH intramural program by providing services for Visiting Fellows, Visiting Associates, Visiting Scientists, and foreign Guest Researchers who conduct collaborative research at the NIH.
2. International Coordination and Liaison This activity fosters international biomedical research by facilitating communication between the NIH and scientists, institutions, and organizations around the world.

#### **F. Foreign Scientists Assistance Functions:**

1. Support of the NIH Intramural Program

The BIDs develop the research programs for all participants in the NIH Visiting and Guest Researcher Programs and for foreign Special Experts, and they provide funding, space, and facilities in intramural laboratories.

The BIDs notify the FIC in a timely manner of the expected arrival of new Visiting Program participants and Guest Researchers and of the extension of existing appointments so that necessary advance coordination for foreign nationals can be completed. The FIC issues the official notification of the award or appointment and its starting date to the prospective participants.

The FIC coordinates and provides administrative management for the participation of foreign scientists in intramural research through fellowship and appointment mechanisms.

Specific procedures for the NIH Visiting Program are located in NIH Manual Chapter 2300-320-3. Procedures for the NIH Guest Researcher Program are located in NIH Manual Chapter 2300-320-5.

The FIC advises the Deputy Director for Intramural Research, NIH, and the Scientific Directors of the BIDs on award and appointment procedures and immigration matters, and it maintains liaison with the Departments of State, Justice, and Labor, and the U.S. Information Agency on all matters relating to the presence of foreign nationals at the NIH.

## 2. Support of Intramural Clinical Research Studies Involving Foreign Patients

The FIC provides advice and assistance to the NIH scientific and clinical staff concerning visa information related to participation of foreign patients in intramural clinical research studies.

The BIDs are responsible for ensuring that foreign nationals accepted for study have a specific disease or condition under active investigation by BID clinical staff at the time of admission and for following other procedures described in NIH Manual Chapter [3012](#).

## **G. International Coordination and Liaison Functions:**

### 1. Development of International Policies and Procedures

The FIC Director, in his/her role as NIH Associate Director for International Research, serves as principal advisor to the NIH Director, BID Directors, and others on matters relating to international aspects of health sciences. The FIC conducts continuous appraisal of NIH international programs and recommends policies and develops procedures related to international activities of the NIH. The FIC assures that these activities are conducted in conformance with U.S. foreign policy directives, including fulfillment of the provisions of Title V, P.L. 95-426. This section of the Foreign Relations Authorization Act was established to enhance the benefits of international cooperation in science and technology.

Further, the FIC collects annually--or more often if needed--information from the BIDs on the status of NIH international activities in order to respond to requests for information from the Director, NIH; the Secretary and other staff of the DHHS; other Federal agencies; the Congress; and foreign and other sources. The FIC is responsible for publishing an annual report on NIH international activities.

The FIC also serves as an information resource to the NIH Director and the BIDs on the organization, funding, research trends, and capabilities of foreign countries and their major biomedical institutions with which the NIH shares or may share collaborative interests.

## 2. Coordination of NIH International Activities

### a. Provision of International Liaison and Representation

The FIC serves--on behalf of the Director, NIH, and the BIDs--as the principal point of contact and coordination for NIH international activities and relationships with the Office of International Health, OASH; the Office of International Affairs, Office of the Secretary, DHHS; other PHS and Federal agency international offices; the Department of State; U.S. missions abroad; foreign missions in the United States; foreign government agencies and officials; and international organizations.

The FIC participates with BID representatives at meetings involving the international interests of NIH or acts as representative for the BIDs at these meetings.

The BIDs advise the FIC of invitations to or plans by staff to participate in: (1) meetings that are called by the Office of International Health, OASH; the Office of International Affairs, Office of the Secretary, DHHS; other PHS and Federal agency international offices; the Department of State; U.S. missions abroad; foreign missions in the United States; foreign government agencies and officials; and international organizations; or (2) meetings that may have a bearing on international activities and relations of the BID, the NIH, the DHHS, or the Federal Government.

The BIDs inform the FIC of significant plans, decisions, communications, contacts, or events that have international implications with possible impacts on the NIH or U.S. relations with foreign organizations and countries. Such events include initiation or cancellation of international programs, conferences, receptions and exchanges of important individuals or delegations, and significant gifts of material and equipment.

#### b. Provision of Liaison With BID International Representatives

BIDs designate a staff officer as international representative who serves as an FIC contact person on an ongoing basis.

The Director, FIC, or his/her representative meets periodically with BID international representatives to exchange information and views on international activities and to discuss issues that affect the conduct of NIH international activities and the implementation of related policies and procedures.

#### c. Negotiation and Clearance of International Agreements and Commitments

The Director, FIC, represents the Director, NIH, in providing policy guidance to and participating with the BIDs in the negotiation of agreements for cooperation with foreign institutions, organizations and agencies, or multinational organizations. At BID request, or as appropriate, the FIC applies to the Department of State for Circular 175 authority to negotiate an agreement. The FIC is responsible for obtaining Department of State clearance of the final agreement before it may be signed.

The FIC consults with the BIDs concerning international matters that may involve use or commitment of BID resources or that may be within the area of interest or responsibility of a BID.

The BIDs provide the FIC with a copy of any status or other report prepared in connection with participation in a bilateral or other international program.

#### d. Clearance of Foreign Grants and Contracts

On behalf of the Director, NIH, the FIC serves as the focal point at the NIH for the final administrative review of all foreign awards for their relation to intergovernmental arrangements, overall DHHS policy, U.S. foreign policy interests, and international agreements.

The Director, FIC, approves grants to foreign organizations for international conferences where there is no representative U.S. organization. The FIC notifies the American embassy in the country of location about NIH-supported conferences at least 2 weeks before they are held.

The FIC obtains the required concurrence from the Department of State

for the award by a BID of a grant or contract (or subcontract) to a foreign institution or the award of a grant or contract (or subcontract) with a substantial foreign component to a domestic institution. In the latter case, the FIC determines whether the foreign component of the project is substantial and requires Department of State concurrence.

BID procedures for implementing this requirement are located in NIH Manual Chapter [4104](#), Chapter 6000-3-6, and Chapter 6000-3-6.1.

e. Monitoring of Official NIH International Communications

The FIC acts as the channel through which all incoming cables and airgrams directed to the NIH by the Department of State pass for action determination. All outgoing BID communications that must pass through the Department of State for U.S. missions abroad--including letters, cables and airgrams--are routed through the FIC for review and, as appropriate, concurrence.

Procedures for implementing this requirement are located in NIH Manual Chapter 1762-3.

f. Coordination of NIH Responses to Inquiries on International Matters

The FIC coordinates NIH responses to inquiries about international matters involving or affecting the NIH as a whole or multiple BID interests. These inquiries may be directed to the NIH from the Office of International Health, OASH; the Office of International Affairs, Office of the Secretary, DHHS; other Federal agencies; the Congress; the media; the public; multinational organizations; and foreign sources.

The BIDs immediately advise and consult with the FIC concerning any inquiries or requests concerning international matters that involve or affect the NIH as a whole or other BIDs. The BIDs provide the FIC with copies of any responses to inquiries concerning international matters.

Procedures for implementing this requirement are located in NIH Manual Chapter 1762-3.

g. Serving as the Focal Point for Coordination of Foreign Visitors to the NIH

The FIC advises the Director, NIH, and the BIDs of pending visits to the NIH by high-level foreign visitors and delegations and arranges appropriate programs for these visitors. The FIC arranges with the Special Events Section of the Clinical Center for the programming of

visits to the NIH by foreign visitors who desire orientation to the Clinical Center.

The BIDs advise the FIC of requests or plans for visits by high-level representatives of foreign governments or agencies.

#### h. Processing of International Travel Notifications

The FIC assists the BIDs (and the Divisions of Financial Management and Administrative Services) in implementing procedures required by the DHHS and by the Department of State for notification and clearance of international travel. All international travel notifications from the BIDs are submitted to the FIC for concurrence and subsequent transmittal to the DHHS and the Department of State for authorization.

The BIDs provide to the FIC a copy of reports of travel abroad by BID or consultant personnel.

Procedures for implementing this requirement are located in the NIH Travel Handbook, Part I.

#### i. Coordination of International Health Exchange Support Services

The FIC is responsible for initiating and monitoring the contract for logistical support services necessary to develop and conduct health exchange cooperation between the United States and other nations

The BIDs project their yearly exchange activities, submit estimates of costs, and work directly with the contractor for each activity.

### 3. Coordination and Administration of NIH Participation in the Special Foreign Currency Program

Under the Special Foreign Currency Program (SFCP), also referred to as the P.L. 480 Program, NIH intramural scientists and scientists in U.S. academic and nonprofit research institutions work with scientists in foreign institutions on (a) collaborative research of mutual interest to both countries and (b) translation, documentation, and critical review of health science information. Under the P.L. 480 Program, grants or contracts are awarded under the same conditions as are domestic awards in that they are subjected to the same review process.

Countries participating in the program are those in which payment for U.S. agricultural products was originally made in local currency, resulting in an excess U.S. holding. In 1961, Congress appropriated funds to utilize resources in "excess currency" countries to extend programs that will contribute to domestic missions.

At present, the United States has excess currency holdings in India, Pakistan, Burma, and Guinea; former excess currency countries in which scientific and technological programs are now being conducted by means of joint board funding (wherein the United States and the foreign country contribute money on a matching basis) are Yugoslavia, Isreal, Poland, and Egypt.

In NIH Manual Chapter 1130, the FIC is delegated authority to coordinate NIH activities under the Special Foreign Currency Program and its successor activities under joint boards. Accordingly, the FIC:

Provides advisory and consultative services on NIH P.L. 480 activities to DHHS officials, the NIH Director, Institutes, Advisory Councils, other U.S. Government agencies, and foreign institutions and investigators;

Coordinates the review of projects for scientific and technical merit, mission relevance, and policy conformance;

Develops the NIH Special Foreign Currency (P.L. 480) budget request from BID submissions and prepares its justification and presentation to the DHHS Assistant Secretary for Health and, later, to Congress;

Requests allotments and allowances from Assistant Secretary for Health and informs the BIDs of their fiscal position;

Initiates requests for foreign currencies and obligates and authorizes disbursement of funds for projects and travel;

Participates in formulation, coordination, and implementation of policies and procedures that regulate the Department's P.L. 480 Program;

Coordinates NIH P.L. 480 program development, plans, and activities with foreign governments and institutions and serves as a central point for receipt and transmission of proposals and projects;

In consultation with the BIDs, represents the NIH at annual meetings where the SFCP is discussed with foreign counterparts;

Maintains and operates a centralized system for recording, compiling, and analyzing both statistical data from scientific accomplishments and operating data for effective program management; and

Coordinates travel associated with collaborative research projects and program development activities under bilateral agreements financed with SFCP or joint board funds in excess and near-excess countries.

The BIDs:

Develop both intramural and extramural projects and programs within areas of categorical mission;

Provide initial technical merit review of intramural collaborative research projects and secondary program relevance review of both intramural and extramural collaborative research projects;

Provide guidance and consultation about technical aspects of projects needed for effective program administration;

Monitor the progress of the research; and

Provide summaries of project developments and noteworthy technical advances in support of appropriation hearings and for response to other reporting requirements.

#### **H. Additional Information:**

For further information on this manual chapter, contact the Office of the Director, Fogarty International Center, on 496-1415.

#### **I. Additional Copies of this NIH Chapter:**

For copies of this manual chapter, send Form NIH 414-5 "Request for NIH Manual Chapter and/or I & I Memos" to the Printing and Reproduction Branch (P&RB), DAS, in Building 31, Room B3BE07.