



Albert Einstein College of Medicine

[PA-26-002 NIH Collaborative International Research Project \(PF5\)](#)

PF5 International Project Proposal Checklist

1. Required Organizational Registrations

Note: System registrations can take 6 weeks or more to fully complete. It is strongly encouraged for international entities to begin any registration needed as soon as possible. While some registrations may be pending at the time of application submission, all required registrations must be completed prior to any award issuance.

- **[NATO Commercial and Government Entity \(NCAGE\) Code](#)** – Foreign organizations must obtain an NCAGE code to register in SAM.
- **[System for Award Management \(SAM\)](#)** – Applicants must complete and maintain an active registration, **which requires renewal at least annually**. The renewal process may require as much time as the initial registration.
 - Foreign organizations leading International Projects are strongly encouraged to complete SAM.gov registration **prior to applying**. If SAM.gov registration is still pending at the time of application and a UEI is not available, under 'Applicant Information' the organization may list a temporary placeholder UEI that consists of a counting number and enough leading zeros to reach 12 digits. Note that at the time of submission, if multiple International Projects are led by foreign organizations missing UEIs, each organization should use a different placeholder UEI (e.g., 000000000001, 000000000002) to indicate unique organizations.
 - **Unique Entity Identifier (UEI)** - A UEI is issued as part of the SAM.gov registration process. The same UEI must be used for all registrations, as well as on the grant application.
- **[eRA Commons](#)** – Once the unique entity identifier is established, organizations can register with eRA Commons. eRA Commons requires organizations to identify at least one Signing Official (SO) (also known as an Authorized Organization



Albert Einstein College of Medicine

Representative (AOR)) and at least one Program Director/Principal Investigator (PD/PI) account to submit an application.

2. International Project Components

Each individual International Project component requires the following:

Administrative & Institutional Requirements

- **Letter of Support:** Must include a letter from the foreign organization's [Authorized Organization Representative \(AOR\)](#) explicitly stating they understand the disaggregation process, certify to the contents of their proposal components as required by the NIH, and agree to accept NIH award terms and manage the award independently.
 - [Albert Einstein Template for International Project AOR Letter of Support.](#)
- **Project/Performance Site(s):** Enter the specific foreign locations where the work will be performed for the *International Project Performance Site Locations* page of the application. For each performance site location that will be listed:
 - Organization Name
 - Unique Entity Identifier (UEI)
 - Street 1
 - Street 2 (as applicable)
 - City
 - County/Parish (as applicable)
 - Postal Code or Mail Stop
 - Country
- **Project Narrative:** Include a Project Narrative for the International Project that describes the relevance of this research to public health in, **at most, three**



Albert Einstein College of Medicine

sentences, focusing on the relevance of the research conducted within the International Project to public health.

- **Facilities & Other Resources:** Applicants must include a Facilities & Other Resources section in the International Project component which highlights the scientific environment in which the work will be done. The section can include a description of logistical support available to address budgetary, regulatory, and other compliance concerns.
- **Foreign Justification:** The applicant checks “Yes” to this question, they must include a “Foreign Justification” attachment in Field 12, Other Attachments. Name the file “ForeignJustification.” Describe the special resources or characteristics of the research project (e.g., human subjects, animals, disease, equipment, and techniques), including the reasons why the facilities or other aspects of the proposed project are more appropriate than a domestic setting. Must be titled

Personnel

- **Senior/Key Personnel:** All senior/key personnel must complete individual [eRA Commons](#) registration, including completing Personal Profile within eRA Commons. International Project PIs must have the PI role on their eRA Commons account.
 - Need to identify “Project Lead” – this senior/key personnel will become the Principal Investigator of the disaggregated award.
- **Senior/Key Personnel:** Complete [ORCID](#) registration.
- **Senior/Key Personnel:** [Link your ORCID account to your eRA Commons account.](#)
- **Senior/Key Personnel:** Complete [Research Security Training \(RST\)](#) within the 12 months prior to proposal submission.
- **Senior/Key Personnel:** Complete and provide [NIH Common Form Biosketches](#) generated and certified from [SciENCv](#) dated on or after April 22, 2026 and cannot be certified more than 12 months prior to submission deadline.



Albert Einstein College of Medicine

- *Note: Within SciENcv investigators **must** [link both their ORCID ID and their eRA commons accounts to their SciENcv account](#) to be able to generate NIH Common Form Biosketches.*

Budget

- **Detailed Budget:** Provide a full R&R Budget for the international project.
 - *Note: International project budgets must not include costs for subawards to other non-US based organizations. Subawards to U.S.-based organizations are permitted.*
- **Detailed Budget Justification:** Provide a detailed budget justification for the international project.
- **Indirect Costs (F&A):** Request the standard **8%** indirect cost rate for the foreign organization (to support compliance).

Scientific Content (PHS 398 Research Plan)

- **Specific Aims:** 1 page limit. Describe the unique goals of the international portion. These can be a subset of the Research Project aims or independent aims that support the "Overall" goal.
- **Research Strategy:** 6-page limit.
 - **Significance:** Specifically address how the foreign organization contributes to the overall collaborative effort.
 - **Approach:** Detail the experimental/technical methods to be used at the foreign site and how they integrate with the broader PF5 project.

Compliance & Regulatory

- **Human Subjects/Clinical Trials:** If applicable, include a separate Study Record or Delayed Onset Study record for the international site.
- **Data Management and Sharing (DMS) Plan:** While the primary DMS plan is in the *Overall* component, be prepared to provide a site-specific plan for the International Project during the "Just-in-Time" process.



Albert Einstein College of Medicine

- **Vertebrate Animals:** Include the required documentation if the international site involves animal research.

3. Key Exclusions (**What NOT to include**)

- **No Foreign Consultants Only:** Do not use this component purely for simple consulting roles.
- **No Equipment/Supply Only:** Do not use this component purely for purchasing equipment from foreign vendors if there is no substantive research collaboration.
- **Domestic Limit on Cores:** If you include an optional "Core" component, it **must** be based at a domestic organization. Foreign entities requiring core-like funding should be written as an "International Project" instead.

4. Helpful Links and Resources

- [NIH Application Guide](#) - PF5's follow the Multi-Project instructions. The PA-26-002 NOFO instructions supersede the general instructions.
- [NIH Grants Policy Statement](#) - Updated March 2026
- [NIH Frequently Asked Questions \(FAQs\) - Foreign Subawards](#)
- [NIH Common Forms for Biosketches](#)
- [NIH FAQs - Common Forms for Biosketches & Current and Pending Other Support](#)

Disclaimer: This checklist is meant as an aid for collaborating with international entities participating in Einstein-led PF5 applications and is not a substitute for the full application guidance included in [PA-26-002 NIH Collaborative International Research Project \(PF5\)](#).