

International Projects/Travel Questionnaire

Rationale and submission instructions: To protect and help faculty and staff traveling internationally or working with international groups, please complete the following questionnaire. This is required to receive approval for international travel. **This form needs to be completed before International Travel is approved (or tickets are purchased) and for International Sponsored Projects, at least 2 weeks before the application deadline. Where to submit your completed form:**

- For a research contract or grant application: return with that application to Sponsored Programs
- For travel or other international service/business agreements: return to Business and Finance
- For any international Material Transfer Agreement request: submit to the person you are working with in UNeMed.

General information/restrictions regarding international projects and travel.

Indirect costs for Sponsored Projects with international components: Apply the appropriate UNMC Federally-negotiated F&A rate, unless dictated otherwise by sponsor guidelines restrictions. For projects using a non-standard F&A rate for the type of funding requested, a formal request using the UNMC F&A Waiver Form must be submitted to Sponsored Programs Administration for VCR approval. You can find the F&A Waiver and other forms at <https://www.unmc.edu/spa/forms/forms-templates.html>.

Travel restrictions: The State Department regularly issues information about international travel, including embassy contacts and travel advisories. More information is available at <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>.

Export control. UNMC screens all international activities for current regulations, laws and information regarding use of technologies, collaborators, and employers of collaborators in the country proposed.

Laptop technology restrictions. While mobile electronic devices such as laptops, cell phones, and tablets are important for most daily tasks, some data and software are subject to export controls, and may require a federal export license if installed on a device that leaves the country. For this reason and others, when you travel abroad, you should plan to use a “clean” laptop whenever possible. A “clean” laptop is a device with a new image installed. Another good rule of thumb is to back up your data prior to travel and only travel with the data and software you need for your trip.

Availability of loaner laptops: A loaner laptop or mobile device can be obtained from International Health and Medical Education (IHME) for any travel and should be used for travel to any of the above countries. If you do not plan to use a loaner device when you travel, ensure that all operating system security updates have been applied including current anti-virus, anti-spyware and firewall software is installed. Any laptop or other mobile devices should also have a strong password applied.

Preparing for travel: back-up your files, have strong password, and request remote access. Before you leave, it is good practice to have a recent back-up all your files on network storage, in part, so you can securely access them via VPN when traveling. To request secure VPN access, if you do not already have, go to <https://net.unmc.edu/netid/accountrequestremote.php>

Maintaining information security while traveling and upon your return. Plan to lock up your electronic devices when they are not in your sight. Delete any newly downloaded data from your device prior to leaving your electronics unattended. Do not connect to any unsecured Wi-Fi hotspots in the country you are visiting. Only access UNMC data via VPN. Upon returning home, contact your IT support person to ensure that all electronic device are completely wiped and change any password used on your trip. For any questions, contact infosecurity@unmc.edu.

Other resource: See also “Travel with Electronic Devices” that contains information on both International Travel and US travel. <https://info.unmc.edu/its-security/policies/procedures/travel-elec-devices.html>

International Projects/Travel Questionnaire

Name of Project:	
Name of UNMC Investigator(s):	
Name of, International Collaborator(s) and Collaborator(s) Employer:	

General Project Information		
1.	What country(ies) outside the United States are involved in this project?	
2.	In this project, will UNMC serve as the prime, a consultant, a subcontractor?	
3.	What is the primary funding source for this travel or project?	<input type="checkbox"/> Federal (name: _____) <input type="checkbox"/> Non-federal (name: _____)
4.	What is the nature of the proposed project (Scope of Work—brief description)? (attach separate sheets, as necessary)	
5.	The contract/project will include which of the following (check all that apply)?	<input type="checkbox"/> Research <input type="checkbox"/> Instruction <input type="checkbox"/> Public service <input type="checkbox"/> Business relationship
6.	Please list the UNMC faculty and staff participants that will be working in the proposed country on this project and their role(s) (e.g. principal investigator, gathering sample, clinical care, financial management?)	
6a.	Is there any Memorandum of Understanding, material transfer or other agreement in place to cover this relationship, and if so, please attach.	

Human Subjects				
7.	Will human subject research be conducted as part of this grant or contract ?(If no, move to question 8)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
7.a.	Will the human subject research be conducted in the US or another country?	<input type="checkbox"/> U.S. <input type="checkbox"/> Other: _____		
8.	Will any protected health information (PHI) be gathered or shared?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
9.	Will human biological samples be collected? (If no, move to question 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
9.a.	What type of specimens (e.g., blood, DNA, plant isolates, bacterial or fungal isolates, pathogens, toxins, or chemical agents)?			
9.b.	Will stem cells be collected or used? If so, what type?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
9.c.	List the country(ies) from which the human biological samples will be collected			
9.d.	To what location will the human biological samples be sent?			
9.e.	Will the biological samples contain infectious agents or isolates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
10.	Is any IRB exempt human subject research planned (e.g., epidemiology or human subjects data without identifiers)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
Animal Use				
11.	Will animal research be included, whether conducted in this US or another country? (If no, move to question 12)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
11a.	Will any living animals or specimens from animals be transported to or from the country(ies)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
Electronic Devices				
12.	Will you be taking along any electronic devices (smart phone, laptop, flash drives) (If yes, please complete 13. If no, move to question 14)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
13.	Check which of the following electronic devices you will be taking, and specify if they are yours or UNMC property:	Property of UNMC	Loaner	Personal devices
	Smart phone(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Laptop (s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iPAD or Tablet (s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	USB device (s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials and Equipment				
14.	Will you transport any item that could be considered dangerous (e.g., dry ice, oxygen, flammables, radionuclides)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
15.	Will any equipment, material or supplies be purchased or transported to or from the country identified? (If no, move to 16)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure

15a.	List any equipment, material software, or supplies to be transferred or purchased to or from the country identified with its Export Control Classification Number (ECCN) for each, as applicable:	
15.b	Specify the sending and receiving countries.	<input type="checkbox"/> To be shipped from USA <input type="checkbox"/> To be shipped from non-USA country, please specify _____ Name of receiving country(ies): _____
15.c.	Which of the following best describes the equipment that will be transferred or purchased:	<input type="checkbox"/> UNMC equipment temporarily sited in another country <input type="checkbox"/> Equipment purchased in USA to be permanently site in the country <input type="checkbox"/> Equipment purchased in another country to be permanently site in the country <input type="checkbox"/> Equipment purchased outside of USA that will be shipped to the country

Personnel			
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16.	Will any personnel be hired within the country(ies) specified above? (If no, move to 17)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
16.a.	Provide a detailed description of the job responsibility/ies and names (when available) of personnel to be hired in country.	Person 1 Responsibility: Person 2 Responsibility:		
16.b.	Will the PI, collaborators or other UNMC employees work in a foreign country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure

Logistics			
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17.	Do you plan to oversee any construction projects within the country(ies) specified above? (If no, move to 18)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
17.a	What specifically will be constructed?			
18.	Will a local bank account or business partner be needed for this partnership?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
19.	Does this proposal require special security status or secure communication? (If no, move to 20)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
19.a.	Please describe security requirements.			
20.	Will non-UNMC students, staff, or collaborators need access to UNMC computer systems? If so, which ones? ___ eIRB ___ eIACUC ___ REDCAP ___ Other study database ___ Email ___ Other: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure

Travel with Students and staff			
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21.	Will any UNMC students travel outside of the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
22.	Will non-UNMC students, staff or collaborators travel to visit UNMC as part of this proposal? If yes, also describe scope of what they will be doing and provide names if available.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
23.	Will other UNMC staff be traveling to another country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
Conflict of Interest				
24.	Does the Principal investigator or any participating faculty or staff have any potential conflict of interest with the sponsoring agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
Intellectual Property (IP)				
25.	Do you anticipate that any new inventions or IP will be generated from this work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
26.	Will any third party materials or IP be used in this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
27.	Is an established invention / patent or patent application involved in the project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure
28.	Will any unpublished information need to be transferred as part of this collaboration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe/not final <input type="checkbox"/> Not sure