###### **New ImageOFFICE OF RESEARCH ADMINISTRATION**

###### **Export Control Regulations and INTERNATIONAL TRAVEL\***

Faculty and other OU personnel who are traveling abroad often take information, technology and equipment with them. However, they need to be aware of the impact of export control regulations on these materials when traveling internationally. Export control regulations may be relevant to any or all of the following:

* Laptops
* Encryption software
* Data and technology
* Blueprints, drawings, and schematics
* Chemicals, biological materials, and scientific equipment
* Disclosing certain information at a “closed” conference or meeting that is not open to all technically qualified members of the public
* Restricted information (in print, electronic format, or discussed verbally while abroad)
* Travel to sanctioned or embargoed countries (Office of Foreign Assets Control, Treasury Department)
* Conducting business with, or providing services to, certain people or entities that appear on one or more of the federal lists of restricted or designated parties

**Please note**: If traveling to Russia or China, we recommend that a *temporary laptop computer be checked out through University Technology Services (UTS)* just for this travel. The laptop should only be used during the trip, and may left in the country and not returned to the university. If brought back to the United States, it should be returned to UTS without starting it or using it in any way. Travelers are encouraged to access internet resources through a VPN connection (see Resources page below).

What you should do when traveling internationally:

You must ensure that any information you discuss or items you take are either not controlled by the export control regulations or, if controlled, that you inquire about whether a license or other agreement is needed from the relevant federal department. You must contact the Office of Research Administration (ORA) as soon as possible so that an evaluation can be conducted.

Fortunately, travel to most countries does not raise any export control concerns. In some cases, an exclusion or exception to the license requirements is available. In order to do a preliminary assessment of any export control restrictions associated with your upcoming international trip, please answer the following questions carefully. (Note: Individuals can be held personally liable for exporting items, technical data, or software without a license or license exception. Sanctions can include fines and/or imprisonment.)

**If you respond ‘yes’ to any of the questions in the International Travel Checklist, please forward your checklist to ORA for review and approval at least 30 days prior to trip commencement**: **Dr. Rebecca Sandborg** ([sandborg@oakland.edu](mailto:sandborg@oakland.edu)) or **Alex Delavan** ([delavan@oakland.edu](mailto:delavan@oakland.edu)). The ORA staff may contact you to get additional information to complete the export review process. In the event a license is required, ORA will consult with the Office of Legal Affairs about whether or not to seek a license on a case-by-case basis.

**If all responses are ‘no’,** please sign the bottom of the checklist and maintain it for your records (i.e. no need to send to ORA).

International Travel Checklist

|  |  |  |
| --- | --- | --- |
| 1. Do you plan to travel to an embargoed destination? | | Yes No |
|  | Note: Certain countries *such as* Burma, Cuba, Iran, Ivory Coast, Libya, North Korea, Sudan, Syria, and Zimbabwe involve various restrictions. For an up-to-date list of embargoed countries and other restrictions, please visit: <http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx> |  |
| 2. Will you be taking any information or technology that is not available in the public domain, is classified, or is subject to export control regulations? (Including materials in print or electronic versions) | | Yes No |
|  | **Export controlled** materials includes: technology, software, and information related to the design, production, testing, maintenance, operation, modification, or use or controlled items or items with military applications. It does not include basic marketing information on function or purpose; information regarding general scientific, mathematical or engineering principles commonly taught in universities; or information that is generally accessible in the public domain. |  |
| 3. | Are you taking a laptop computer, tablet, netbook, other data storage device, or smartphone with you? If yes…    Will it ever be outside of your physical possession/control or a secure environment?    Will you have encryption code incorporated in the item that is NOT available through retail purchase (e.g. at a store, through the internet)? If **no**, skip next question.   * Will you be sharing this encryption software with any foreign national or foreign entity? | |  | | --- | | Yes No | | Yes No |   Yes No |
| 4. Will you be taking any other equipment with you? | | Yes No |
|  | If yes, please describe: |  |
| 5. Are you taking any biological or hazardous materials abroad? | | Yes No |
|  |  |  |
| 6. Will you be attending a "closed" conference or meeting? | | Yes No |
|  | Note: A closed meeting is not open to all technically qualified members of the public. |  |
| 7. If you will be presenting at a conference or meeting, will you be presenting information that is *not* available in the public domain or does *not* meet the definition of fundamental research? (i.e. basic and applied research in science and engineering, the results of which ordinarily are published and shared broadly within the scientific community) | | Yes No |
| 8. Will you be providing a service or financial assistance to a foreign entity while traveling internationally? | | Yes No |
|  | Note: "financial assistance" includes hiring of project personnel. "Services" include providing medical assistance, assisting in data analysis, etc. |  |
| 9. Will you receive compensation for your travel expenses or other compensation from a foreign sponsor or government?  If yes, name of sponsor/government: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Yes No |
| 10. Do you know or have any reason to believe that the information you will be sharing or the activities you will engage in while traveling will have a military use or will provide a military service? | | Yes No |
|  | For example, will the information you carry with you or the discussions you have aid in the design, development, production, stockpiling or use of nuclear explosive devices, chemical or biological weapons, or missiles? |  |

I attest that I have read and understand the information provided regarding compliance with export control regulations. I understand that I could be personally liable if I unlawfully export or disclose export controlled information or technology to foreign nationals.

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Traveler Name Signature Date

**ORA Office Use Only: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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*\*Adapted with permission from the University of Nebraska at Lincoln.*

**Additional resources**

OU’s **Office of Research Administration** provides educational and training materials on the Export Control website: <http://www.oakland.edu/?id=18631&sid=177> . It is strongly recommended that you complete the **on-line CITI training courses** before you travel (link available on this website).

***VPN connection:*** When traveling internationally, access to Internet resources through a web browser, including webmail and general web browsing, should done through a VPN connection. The VPN encrypts the browser and communication session, protecting your login identity and data. Information on how to connect to the Oakland University VPN is here: <https://kb.oakland.edu/uts/How_to_Access_the_VPN>

The **Higher Education Information Security Council** (HEISC) has developed a resource page, Security Tips for Traveling Abroad: <https://wiki.internet2.edu/confluence/display/itsg2/Security+Tips+for+Traveling+Abroad>

The FBI has also developed a helpful brochure, **Safety and Security for the Business Professional Traveling Abroad**: <http://www.fbi.gov/about-us/investigate/counterintelligence/business-travel-brochure>