

International Research Collaborations Campus Assistance Protocol

Purpose: This document serves as a standard approach to all campus units which may be involved in assisting campus faculty, researchers, and students with international research collaborations. It is meant to be a guideline or framework to provide a common set of questions and answers in order to provide as complete and consistent answers as possible.

It's recommended you ask your staff to be familiar with the International Research Collaboration materials on the RSP website: <https://www.rsp.wisc.edu/internationalresearchcollaborations/> and read the COGR overview document:

<https://www.cogr.edu/sites/default/files/COGR%20Framework%20Formatted%2001142020.pdf>. Both of these resources provide background, context, and additional considerations.

Approach: In general, it is important that one understands the nature of the questions or inquiry. Asking a set of follow up questions is meant to get a more complete understanding thereby directing the person to the right resources on campus.

1. Try and understand the nature and scope of the questions.
2. Ask follow-up questions to help determine if there is overlap with other areas of responsibility across campus.
3. Provide names and resources to help answer specifics raised by follow-up questions.
4. Questions can also be directed to irc@rsp.wisc.edu.

Sponsored Program Activities: Ascertain if sponsored funds, especially federal funds are involved in the collaboration questions. If questions relate to sponsored activities, people can be directed to RSP.

- Are federal funds involved in the support, travel, sponsorship, etc.?
- Do you have questions about Other Support/Current & Pending Support documents and what should be included? <https://www.rsp.wisc.edu/other-support-information.cfm>
- Are you wondering if international scholars or students should be disclosed to federal sponsors on Other Support/Current & Pending Support or Progress Reports?
- Do you have academic, research or courtesy (unpaid) appointments with other universities? These may need to be disclosed on your Other Support as well as your Outside Activity Report.

Disclosure of Outside Activities: Ascertain if nature of questions relates to outside activities. If questions relate to disclosure of outside activities, people can be directed to the COI Office:

<https://research.wisc.edu/compliance-policy/outside-activities-reporting/>

- Are you asking if your association/affiliation/appointment at another institution should be disclosed as an outside activity? YES – all affiliations or appointments at another institution should be disclosed.
- Is foreign travel supported by an outside entity? It may need to be disclosed.

Travel: Ascertain if the travel relates to sponsored activities or student travel. Determine if travel may be to countries subject to travel advisories or government restrictions, and/or if it involves transport of items that may be subject to Export Controls.

- Is this travel sponsored by a foreign entity and have you disclosed this on your Outside Activities?
- Is the travel related to an existing federal award? You may want to talk to the accountant in RSP for the award: https://www.rsp.wisc.edu/accountant_search/
- Are students involved in the travel? <https://iss.wisc.edu/students/current-students/travel/>
- Are you travelling to countries of concerns or U.S. embargoed destinations and have you talked to the Export Controls Office?
<https://research.wisc.edu/wp-content/uploads/sites/2/2020/06/embargoed-restricted-countries-May-2020-1.pdf>
- Are you traveling with technology or biological samples? If you are travelling with biological samples, contact Ann Larson in the Office of Biological Safety regarding any necessary licenses or permits.

Export Controls: Ascertain if issues relate to Export Controls, Export Control Licenses, or Deemed Exports. Export Controls Office can answer many questions related to international research collaborations? <https://research.wisc.edu/integrity-and-other-requirements/export-control/>

- Does the international research collaboration intersect with controlled technologies?
- If international scholars or students are visiting UW laboratory space will they have access to controlled technology that might create deemed export issues?
- Have you talked with the Export Controls Office about any needs related to export licenses or traveling with technology?

Visiting Scholars: Ascertain if questions relate to visiting scholars, students, staff etc. Visa questions can be answered by the International Faculty and Staff Services Office.

- Are the visitors from a country of concern and having them in your lab may cause a “deemed export” issue? The Export Controls Office can help answer questions.
- Are the visitors in need of visa assistance or have questions related to visas? See IFSS (for visiting scholars) <https://hr.wisc.edu/international/> or ISS (for visiting students) <https://iss.wisc.edu/>
- Do you have visiting students wholly supported by a foreign entity? These students may need to be reported on Other Support/Current & Pending Support documents.