

# Teleworking Abroad with Research



This guide provides information on how **international telework arrangements** interact with your **research**. Faculty and staff must submit a telework request form and wait for the review process to complete before starting any international telework arrangement.

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*Are you planning to conduct research abroad, but you are not a paid UNC employee?*

*Contact [exportcontrol@unc.edu](mailto:exportcontrol@unc.edu) and [resscise@unc.edu](mailto:resscise@unc.edu) for guidance.*

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## What is the Telework Request form?

Foreign and domestic regulations can impact your taxes, benefits, visa sponsorship, and scope of research.

The purpose of the [telework request form](#) is to gather this logistical information from University specialists for your departmental Human Resources (HR) officer. This allows your HR officer to review your telework request and provide you with resources.

## Who manages your Telework Request form?

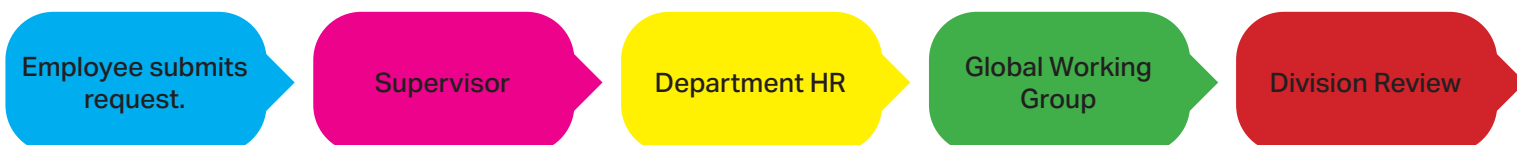
HR directs telework requests to the several offices who support the logistics of global collaboration. These offices compose the Global Working Group (GWG).

- Payroll
- Benefits
- University Counsel
- International Scholar and Student Services
- UNC Global
- Export Compliance
- Science and Security

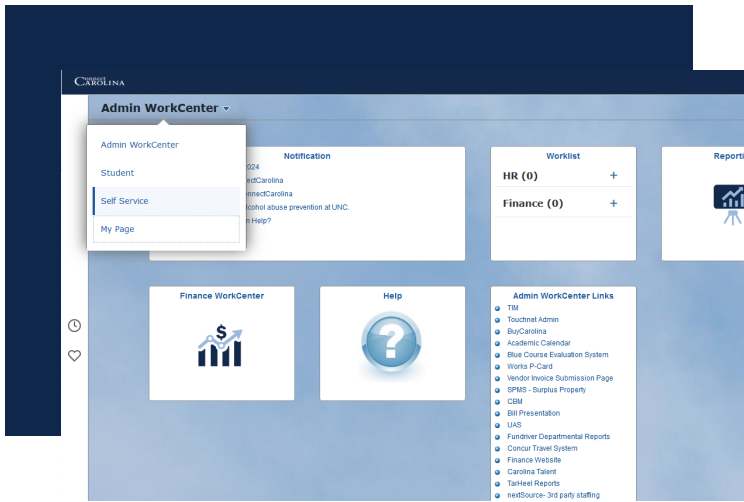
**Contact your direct HR representative for a status update on your telework request.**

## Telework Review Chain:

Once telework requests have routed through departmental HR, they issue simultaneously to the group of central offices above. After these offices complete their reviews, final telework approval is determined at a departmental level.

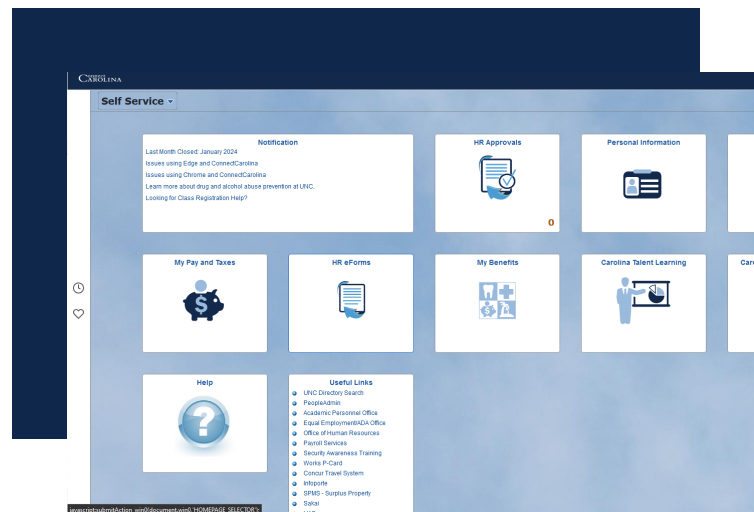


# How do I submit a Telework Request Form?

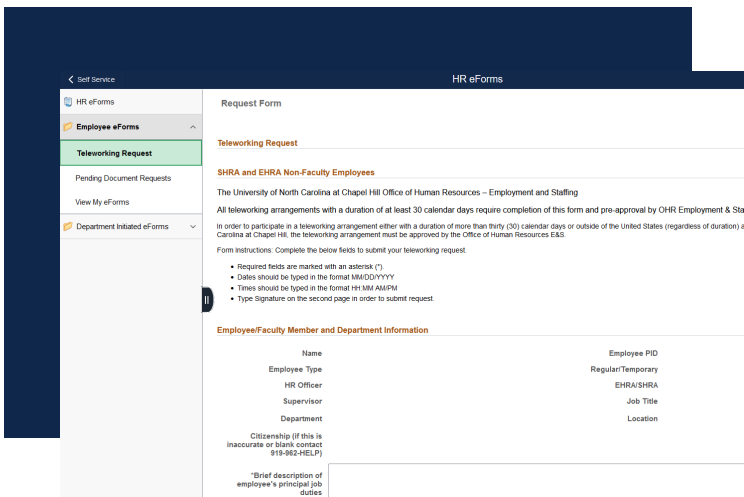


**1.** Log into Connect Carolina and select "Self-Service" from the "My Page" navigation.

**2.** Select HR eForms



**3.** Initiate a Telework Review Form



## How does research support your telework abroad?

Export Compliance and Science and Security provide compliance services for your international research.

### The Export Compliance Office supports telework by:

Export Compliance reviews:	Export Compliance provides:
<ul style="list-style-type: none"><li>✓ Tangible items, information and software with which you travel internationally</li><li>✓ International institutions and collaborators</li><li>✓ Whether your research results are intended for public dissemination</li></ul>	<ul style="list-style-type: none"><li>✓ Export documentation for UNC-owned equipment that you carry abroad.</li><li>✓ Certification that entities are not restricted by the US government.</li><li>✓ Guidance on export regulations and your scope of work.</li><li>✓ License applications, when necessary, for an export or research activity. Licenses are formal requests to the government to authorize an export.</li></ul>

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*Are you travelling UNC-owned research equipment? You may need an **Electronic Export Information (EEI) filing** for that item. Failure to file an EEI may result in significant fines.*

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### The Science and Security Office supports telework by:

Science and Security reviews:	Security and Security provides:
<ul style="list-style-type: none"><li>✓ International research laws and requirements issued by relevant government agencies, such as National Institute of Health or the National Science Foundation</li><li>✓ The locations you wish to telework from</li><li>✓ The activities you wish to do if your telework request is approved</li></ul>	<ul style="list-style-type: none"><li>✓ Guidance on federal laws and sponsor funding requirements</li><li>✓ Guidance on changes to the activities you would do if needed</li><li>✓ Guidance on security concerns and tips you can do to better secure your data and devices</li></ul>