

Research and International Travel

Best Practices for Gillings School of Global Public Health Faculty

Travel and Research Compliance

International travel is common and we are aware that faculty often wish to work on research and other UNC-related activities while abroad, even if it's during a holiday break or on a vacation. The steps outlined below are necessary to maintain compliance with institutional policies surrounding the security of UNC data and the safety of UNC personnel.

Pre-Travel Process



Submitting a Telework form

You **MUST** submit a telework request form prior to leaving the country. This form is found in the HR eForms section of Connect Carolina. More information can be found in the resources tab.



Review by the Global Working Group

Your telework request will be routed to your supervisor and departmental HR, as well as the Global Working Group for the university which includes Payroll, Benefits, University Counsel, ISSS, UNC Global, Export Compliance, and Science and Security Offices. These offices will ensure there are no issues with you conducting any of your activities in the regions you are planning on visiting.



Travelling with UNC-Owned Research Equipment?

If you are travelling with University owned research equipment valued at >\$2,500 you must contact the Export Controls office as soon as you consider international travel to begin an additional process called the Electronic Export Information (EEI) filing process.

What about my UNC laptop?

If you are travelling with your University owned laptop, be sure to specify that, along with what programs and purposes you plan to use it for while abroad, in your HR Telework form. The Global Working Group will provide you with specific information about your laptop and internet security risk levels.

Considerations

Export Control

- Handles the control of tangible items and information you intend to travel with
- Will you be travelling with unpublished data?
- Will you be travelling to any countries of concern?

Human Resources

- After completing your telework request form, it will be sent to your HR department for review.
- There is often a limit on the number of consecutive days you may telework internationally for HR and Payroll purposes.

Science and Security

- Works to help ensure security and confidentiality of institutional data while abroad
- Runs risk analysis on foreign influence and countries of concern.

Resources

- [Export Control](#)
- [Science and Security](#)
- [OVCR Telework Request Informational](#)

