

FACULTY GUIDE TO MANAGING FOREIGN INFLUENCE

We value collaboration. Here's how to be transparent.



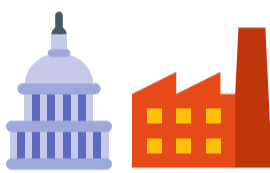
Travelling Internationally?

If you plan to do any Georgia Tech-related activity while you're away, submit the International Travel Spend Authorization Form. (techworks.gatech.edu > "My Work" > "My Workday" > "Create Spend Authorization").

If you are doing sponsored research on your trip, obtain prior approval from your Contracting Officer.

If you're traveling with students, have the students register with the International Travel Registry (atlas.gatech.edu > "International Travel Registry – IAP")

Questions? Email asklegal@gatech.edu.



Consulting?

Congrats! Make sure you are transparent by logging the consulting gig in our [External Activity Disclosure Tool](#) before you accept the opportunity.

(ecoi.research.gatech.edu/researcher/welcome)



Accepting or Giving a Gift/Donation?

Before you accept a gift or donation on behalf of Georgia Tech intended for the Institute, complete the [In-Kind Gift Report Form](#). The rules for gifts given to you personally are at usg.edu/policymanual at Section "8.2.18.4 Gratuities."

If you are contemplating giving a gift or donation that is, or could appear to be, connected to Georgia Tech business, email businesscoi@gatech.edu before you give!



Working or Hiring Abroad?

Contact Global HR by submitting a request through ServiceNow.

(gatech.service-now.com/hr > "Online Request" > enter "International Assignment Assessment" in the Short Description field and the individual's GTID in the Description field).



Sharing Materials, Ideas, or Info?

This may include sharing in a one-on-one conversation or with a broad audience, such as at a conference, show, or convention.

If you think you may need a nondisclosure agreement, visit nda.gatech.edu.

Sharing information may be considered an "export" or "import." To comply, visit Research Integrity and follow the steps outlined.

(researchintegrity.gatech.edu/export-control for information about export controls, and for actual shipments, click "International Shipping – Exports & Imports").

Questions? Email export@gatech.edu for exports and asklegal@gatech.edu for imports.



Receiving Research Funding?

Congrats! Prior to accepting funding from a foreign entity, submit a proposal through our e-routing system at osp.gatech.edu/proposal-development.

Questions? Email asklegal@gatech.edu.



Collaborating with a Foreign Entity?

Be transparent by emailing a description of the collaboration to businesscoi@gatech.edu and your School Chair (even if you are on leave).

If you also have federally funded research, report the collaboration to your Contracting Officer.



Hosting or Hiring a Foreign National?

Let your HR partner know. To identify the HR partner in your department, talk to your Chair.

If you are hosting a visitor on campus, contact asklegal@gatech.edu.