

International Travel Checklist

Please contact ASU's Office of Research Compliance at export.control@asu.edu and provide responses to *all* the questions below *if*:

- You plan to travel to a foreign country of concern (e.g. China, Iran, North Korea, Russia, Cuba, Syria, Venezuela)
 - You will need to secure required prior [approvals from ASU](#) leadership for all international travel on behalf of ASU, including any *additional* leadership approvals for travel to countries of concern
- Questions 5-7 are applicable to your travel plans.

Questions for ASU's Office of Research Compliance (export.control@asu.edu):

1. Where will you be staying? Provide the name and address of your hotel, conference center, personal residence, etc.
2. What is the purpose of the trip (e.g., meetings/collaborations, presentation, conference)? Provide specifics, such as weblinks for conferences.
3. Who will you be meeting with? Provide name(s) and associated institution(s).
4. Will you be taking ASU equipment on your trip? If so, describe all equipment.

TIPS:

- Traveling with a “clean” (free of all proprietary and/or controlled information) laptop is highly recommended.
 - China – ASU prohibits access to ASU network/resources in China via a Chinese VPNs.
 - ASU may restrict access to the ASU network/resources via other foreign VPNs as well, therefore, please confer with your IT department.
 - Keep devices secure during travel (do not leave them unattended) and use hotel safes if that option is available (although, safes are not always secure).
 - If using equipment in public spaces, “lock” devices when not unattended, even if the device is unattended briefly.
5. Do you currently receive U.S. federal funding that is subject to a Research Security Risk Mitigation Plan? If yes, contact export.control@asu.edu to ensure compliance with Risk Mitigation Plan notification/approval requirements.

6. Does your research portfolio involve items on the [U.S Critical and Emerging Technology List](#)? If yes, please identify the technology. Contact export.control@asu.edu for assistance as needed.
7. Do you currently work on any U.S. export-controlled projects and/or have access to export-controlled material or information? If yes, please identify the projects/materials/information and contact export.control@asu.edu regardless of the travel location.

TIPS:

- *Important* – Activity conducted outside the U.S. must not involve any discussions or presentations of ASU proprietary or US government export-controlled material or information unless appropriate ASU authorizations are obtained, and/or US export-controlled licenses/approvals are in place.
- All discussions of technical nature should be information that is already in the public domain.
- Exercise caution and maintain situational awareness in public spaces, especially in social gatherings, which are prime places to be targeted to share nonpublic information.

Actions for all travelers:

- *Current & Pending Support documentation* – Provide full disclosure of all funded and unfunded foreign collaborations and affiliations as required by federal and state agencies and ASU’s policies in. It is a requirement that all faculty disclose any collaborations, affiliations, appointments, or projects, funded or unfunded, that you have with foreign entities.
 - NOTE: Federal sponsors may view affiliations with foreign parties as high-risk which could impact receipt of federal funds.
- *ERA Conflict of Interest (COI) system* – Disclose all financial interests. Disclosing COIs protects you! Awards may be canceled when a financial interaction with a country of concern is not disclosed.
 1. Go to [KE’s ERA system](#)
 2. Click on the MyDisclosures tab
 3. Click on the COI sub-tab
 4. Click the Edit Disclosure Profile button
 5. Click Add under Entity Disclosures, and follow the instructions.
 - NOTE: Compensation for presenting at a conference or travel reimbursement should be disclosed as COI.

- Complete Research Security training:
 - Annual *Research Security (Combined)* course – via the CITI Program
 - Review [Insider Threat Awareness](#)

Contact export.control@asu.edu for assistance with CITI course registration as needed and for any other international travel assistance and support.

Foreign Travel Resources/Guidance/Actions:

- [U.S. Department of State Travel Advisory website](#)
- [ASU Business and Finance International Travel website](#)
- ASU Knowledge Enterprise Research Administration [Foreign Travel website](#)
- ASU Knowledge Enterprise Research Compliance [International Travel website](#)
- [ASU's Research Security Program](#), including the below items. Consult with export.control@asu.edu for assistance.
 - Annual Knowledge Enterprise International Research and Global Collaboration [Memo](#)
 - Foreign Travel resources:
 - [Foreign Travel](#)
 - [Research Security: International Travel](#)
 - [International Research and Global Collaborations Guidance](#)

ASU Travel Related Policies:

- [PUR 107 Contract Authority Policy](#)
- [ACD 204-01 Code of Ethics](#)
- [ACD 204-08 Conflicts of Interest](#)
- [RSP 206 Objectivity in Research - Disclosure of Conflicts of Interest](#)
- [RSP 214: Export Control](#)
- [RSP 215 Foreign Malign Talent Programs](#)
- [ACD 123 Misuse of University Assets](#)
- [ACD 125 Computer, Internet, and Electronic Communications Policy](#)