FACULTY GUIDE TO MANAGING FOREIGN INFLUENCE

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

Receiving Research Funding?
Complete the form provided by the Office of Sponsored Programs (osp.gatech.edu) to receive any funding.
Questions? Contact Business Services (businesscoi@gatech.edu)

Consulting?
Prior to accepting any consulting fees, complete the Conflict of Interest Acknowledgement Form (ethics.gatech.edu/consulting).
Questions? Email asklegal@gatech.edu

Employed Abroad?
Before you accept any employment, contact the Office of Global Diversity and Equity (globaldiversity.gatech.edu)
Questions? Email asklegal@gatech.edu

Hosting or Hiring a Foreign National?
Contact Global HR by submitting a request through ServiceNow and inform your Chair (gatech.service-now.com/hr).
Questions? Email asklegal@gatech.edu

Collaborating with a Foreign Entity?
Before you enter into any agreement, contact the Office of Global Diversity and Equity (globaldiversity.gatech.edu)
Questions? Email asklegal@gatech.edu

Consulting?
If you plan to do any GT-related activity (e.g. a meeting), submit the International Travel Spend Authorization Form (techworks.gatech.edu > “My Work” > “My Workday” > “Create Spend Authorization”).
Questions? Email asklegal@gatech.edu

Travelling Internationally?
If you plan to do any GT-related activity (e.g. a meeting), submit the International Travel Spend Authorization Form (techworks.gatech.edu > “My Work” > “My Workday” > “Create Spend Authorization”).
Questions? Email asklegal@gatech.edu

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

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Sharing Materials, Ideas, or Info?
This may include sharing in a one-on-one conversation or with an audience, such as a conference or convention.

Sharing information may be considered an “export” or “import.” To comply, consult with the Office of Research Integrity (researchintegrity.gatech.edu/export-control for information about export controls. For actual shipments, click “International Shipping – Exports & Imports”).

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

Sharing Information?
If you have federally funded research, report the collaboration to your Contracting Officer.
Questions? Email businesscoi@gatech.edu and your Chair.

Collaborating with a Foreign Entity?
Before you accept a gift or donation on behalf of GT intended for the Institute, complete the In-Kind Gift Report Form (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 GT business, email businesscoi@gatech.edu before you give!

Accepting or Giving a Gift/Donation?
This may include sharing in a one-on-one conversation or with an audience, such as at a conference 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, consult with the Office of Research Integrity (researchintegrity.gatech.edu/export-control for information about export controls. For actual shipments, click “International Shipping – Exports & Imports”).

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

Receiving Research Funding?
Contact Global HR by submitting a request through ServiceNow and inform your Chair (globaldiversity.gatech.edu > “International Travel Risk Management”).
Questions? Email asklegal@gatech.edu.

Participation in an activity is your decision. Consider these factors in evaluating activities.

TIPS TO EVALUATE FOREIGN INFLUENCE RISKS

Vet individuals leading the engagement by looking for inconsistencies that might reveal an alternative arrangement or hidden agenda. The Office of Ethics and Compliance (asklegal@gatech.edu) can help you determine if any person or entity is on a “denied” list.

To detect potential conflicts of commitment with your work at Georgia Tech, be aware of the expected time commitment and work product.

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