FACULTY GUIDE TO MANAGING FOREIGN INFLUENCE

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



Receiving Research Funding?

Congrats! Prior to accepting funding from a foreign entity (e.g. contract, grant, gift, award), submit a proposal through our e-routing system at osp.gatech.edu/proposal-development and inform your Chair.

Questions? Email asklegal@gatech.edu.



Consulting?

Congrats! Be transparent by logging the consulting gig in our External Activity
Disclosure Tool before you accept the opportunity.

ecoi.research.gatech.edu/researcher/welcome



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.



Ideas, or Info?

conference or convention.

If you think you may need a nondisclosure

This may include sharing in a one-on-one conversation or with an audience, such as at a

agreement, visit <u>nda.gatech.edu</u>.

Sharing information may be considered an

"export" or "import." To comply, consult with 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.

Employed Abroad?

Contact Global HR by submitting a request through ServiceNow and inform your Chair.

(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).



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").

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.



Collaborating with a Foreign Entity?

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

Questions? Email businesscoi@gatech.edu

and your Chair.



Accepting or Giving a Gift/Donation?

of GT 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

Before you accept a gift or donation on behalf

donation that is, or could appear to be, connected to GT business, email businesscoi@gatech.edu before you give!



INFLUENCE RISKS Participation in an activity is your decision. Consider

TIPS TO EVALUATE FOREIGN

these factors in evaluating activities.

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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.

indicate an expectation of exchange (for intellectual

property, large time commitment, or engagements

that trigger conflicts of interest). Financial support is a

Vet individuals leading the engagement by looking for inconsistencies that might reveal an alternative

arrangement or hidden agenda. The Office of Ethics

Commitment Length



Financial and other incentives to participate may

Financial Support



risk indicator even if you don't have sponsored research.

Clearly defining *your* engagement goals upfront helps

keep the project scope and your commitment on

track.

Goals Unpublished,

Engagement

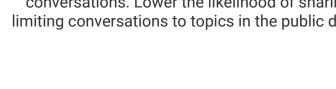


This sharing can happen in any forum – Q&As, brainstorming sessions, or "water cooler" conversations. Lower the likelihood of sharing by limiting conversations to topics in the public domain.

Sharing

Proprietary

Information



Trends show that a lack of transparency is a consistent factor in enforcement actions. Above all, be