FACULTY GUIDE TO MANAGING FOREIGN INFLUENCE

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

TIPS TO EVALUATE FOREIGN INFLUENCE RISKS

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

- **Parties Involved**
- **Commitment Length**
- **Financial Support**
- **Unpublished, Proprietary Information Sharing**

1. **Trends show that a lack of transparency is a consistent factor in enforcement actions.** Above all, be transparent about your activities. If you have questions, email asklegal@gatech.edu and your chair.

**Receiving Research Funding?**

Congratulate 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?**

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

**Hosting or Hiring a Foreign National?**

Contact Global HR by submitting a request through ServiceNow and inform your chair. (gatech.service-now.com/hr > “Online Request” > fill “International Assignment Assessment” in the Short Description field and the individual’s GTID in the Description field).

Questions? Email asklegal@gatech.edu, and your chair.

**Traveling Internationally?**

If you plan to do any Georgia Tech-related activity (e.g., a meeting), submit the International Travel Spend Authorization Form. Visit techworks.gatech.edu, and navigate through the following steps: “My Work” > “My Workday” > “Create Spend Authorization.”

If you are doing sponsored research on your trip, obtain prior approval from your contracting officer.

If traveling with students, have them register with the International Travel Registry at atlas.gatech.edu. They should then navigate to “International Travel Registry – IAP.”

Questions? Email asklegal@gatech.edu.

**Consulting?**

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 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 GT business, email businesscoi@gatech.edu before you give!

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**Sharing Materials, Ideas, or Info?**

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**Sharing Information or Data?**

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 Research Integrity at researchintegrity.gatech.edu/export-control.

For actual shipments, click “International Shipping – Exports & Imports.”

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

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