

# FACULTY GUIDE TO MANAGING FOREIGN INFLUENCE

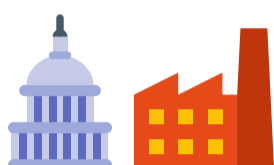
We value collaboration. Here's how to be transparent.



## 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](https://osp.gatech.edu/proposal-development) and inform your chair.

Questions? Email [asklegal@gatech.edu](mailto: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](https://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](mailto:asklegal@gatech.edu).



## Sharing Materials, Ideas, or Info?

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](https://nda.gatech.edu).

Sharing information may be considered an "export" or "import." To comply, consult with Research Integrity at [researchintegrity.gatech.edu/export-control](https://researchintegrity.gatech.edu/export-control). For actual shipments, click "International Shipping – Exports & Imports."

Questions? Email [export@gatech.edu](mailto:export@gatech.edu) for exports and [asklegal@gatech.edu](mailto: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](https://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).



## 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](https://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](https://atlas.gatech.edu). They should then navigate to "International Travel Registry – IAP."

Questions? Email [asklegal@gatech.edu](mailto: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](mailto:businesscoi@gatech.edu) and your chair.



## 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](https://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](mailto:businesscoi@gatech.edu) before you give!



## TIPS TO EVALUATE FOREIGN INFLUENCE RISKS

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

### Parties Involved



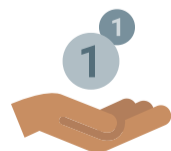
Vet individuals leading the engagement by looking for inconsistencies that might reveal an alternative arrangement or hidden agenda. The Office of Ethics and Compliance ([asklegal@gatech.edu](mailto:asklegal@gatech.edu)) can help you determine if any person or entity is on a "denied" list.

### Commitment Length



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

### Financial Support



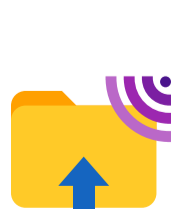
Financial and other incentives to participate may indicate an expectation of exchange (for intellectual property, time, or engagements that trigger conflicts of interest). Financial support is a risk indicator even if you don't have sponsored research.

### Engagement Goals



Clearly defining *your* engagement goals upfront helps keep the project scope and your commitment on track.

### Unpublished, Proprietary Information Sharing



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.

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](mailto:asklegal@gatech.edu) and your chair.