

# International Research

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## Introduction

All research conducted at another site, including in another country, must comply with all applicable federal and state laws and University of Nebraska policies. We have developed a [questionnaire](#) to help you prepare for research performed in collaboration with researchers located in another country or while doing research yourself in another country. Please complete the questionnaire and submit it to Sponsored Programs Administration as you plan the research.

Important considerations include:

- **Human subjects research** must still be performed to the same standards as required at UNMC, including approval by the UNMC IRB committee in addition to the collaborating institution or local review board
- **Animal research** must be performed in an approved facility and the project approved by the UNMC IACUC as well as by the collaborating institution
- **Intellectual property** or research that may result in intellectual property may require a separate New Invention Notice for the country in question
- **The Department of Transportation** has developed specific rules for the transportation of biological materials, including infectious disease specimens
- **The US Government** has established controls on the export of strategic goods and technologies as described below

Additional information for International Projects can be found at:

[unmc.edu/academicaffairs/compliance/areas/export](http://unmc.edu/academicaffairs/compliance/areas/export)

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## Getting Started

An [international project questionnaire](#) is available to prepare researchers for international projects and travel. It must be completed if you are preparing an international project or grant and may be requested for international travel.

The International Projects Questionnaire addresses these areas:

- General Project Information
- Human Subjects
- Animal Use
- Materials and Equipment
- Personnel
- Logistics
- Travel
- Conflict of Interest
- Intellectual Property

Completed questionnaires should be submitted to:

- SPAdmin with your application, if you are applying for external funding
  - The Export Control Office, [exportcontrol@unmc.edu](mailto:exportcontrol@unmc.edu)
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## Export Controls

Export controls are US government regulations that govern the export of strategic technologies, equipment, hardware, software, materials, and data, as well as the provision of technical assistance to foreign persons inside or outside the United States. See UNMC's [policies related to export controls](#).

Export controls apply to, but are not limited to, the following activities:

- Research activities conducted in the United States involving equipment, materials, or data subject to export controls, including nuclear, biological, or chemical materials, radionuclides, human and animal pathogens, and novel compounds
- Research activities conducted outside the United States
- Research where the sponsor prohibits or restricts participation by foreign nationals
- Research where the sponsor prohibits or restricts publishing the results
- Shipping or hand-carrying equipment, materials, software, or data to a foreign country
- Electronically transferring data or software to a recipient in a foreign country, or to a foreign national or entity, regardless of location
- Travel to an embargoed country for any purpose, including conducting research, attending a conference, or participating in clinical activities. Embargoed countries include:
  - Cuba
  - Iran
  - North Korea
  - Syria
- Plans to discuss unpublished research or other intellectual property with an external sponsor, vendor, collaborator, or other third party under a non-disclosure or other confidentiality agreement.

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## Hand-carrying Items Abroad for Research

Exports of physical items, including by shipping, hand-carrying, or checked luggage, are subject to federal regulations and University of Nebraska policy. Prior to shipping or traveling to another country with research items, you must complete a [Request for Export Controls Review Application form](#) and provide specific information about the items to be exported, the intended recipient and destination, and the intended end-use. More information about physical exports is available on the [safety information site](#).

- An export license may be required when carrying research items, depending on item and destination
- Any exports totaling \$2500 or more must be filed with Customs and Border Protection

The Export Control Office can assist with export license applications and other required filings. [Contact the Export Control Office](#) prior to traveling with research items.

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## Shipping Internationally

Exports of physical items, including by shipping, hand-carrying, or checked luggage, are subject to federal regulations and University of Nebraska policy. Prior to shipping or traveling to another country with research items, you must complete a Request for Export Controls Review Application form and provide specific information about the items to be exported, the intended recipient and destination, and the intended end-use. You can find more information about physical exports [on the safety information site](#).

- An export license may be required depending on the item and destination
- If you are shipping infectious substances that can affect humans or animals (Category A), biological substances (Category B), or exempt human or animal specimens and dry ice you must complete a Training and Certification of International Shippers by the [Environmental Health & Safety department](#).
- Any exports totaling \$2500 or more must be filed with Customs and Border Protection

The Export Control Office can assist with export license applications and other required filings. [Contact the Export Control Office](#) prior to shipping internationally.

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## Required Budget Authorizations

All sponsored project budgets with international components are to apply the appropriate UNMC federally negotiated F&A rate. Authorizations for contracts unrelated to research should be submitted to Associate Vice Chancellor for Business and Finance or the Director of Business Services at 402-559-5200.

Keep in mind that international activities unrelated to research may still be subject to export controls. Please [contact the Export Control Office](#) with any questions about international activities.

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## **International Material Transfer Agreements**

A Material Transfer Agreement (MTA) attaches certain terms to the use of tangible research materials and allows other researchers to use them while protecting rights associated with the materials. At UNMC, tangible materials can include molecular biology reagents, cell lines, recombinant mice, devices, or software. International Material Transfer Agreements are handled by [UNeMed](#).

Keep in mind that international activities unrelated to research may still be subject to export controls. Please [contact the Export Control Office](#) with any questions about international activities.

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## **International Travel**

All travel outside of the United States for UNMC business, education, or research purposes must be submitted to the Vice Chancellor for Business and Finance for authorization through the Concur application accessed through Firefly. See additional information regarding UNMC [travel policies and procedures](#).

International travel will be evaluated by the Compliance Office and/or the Export Control Office. International travelers may be asked to provide additional information regarding the scope of activities while traveling abroad.

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## **Carrying a Computer or Other Electronic Devices Outside the United States**

Your departmental IT workstation specialists will help you determine if you should carry your laptop or other devices to the country proposed and any restrictions that may exist. They can also help you determine how best to access email or other databases off site.

If you need to establish a database for research collaborations outside the US, contact the Research IT Office.

Contact your cellular service provider to determine if your phone plan allows you to send or receive calls when outside of the United States.

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## **International Research Programs and Resources at UNMC**

- Asia Pacific Rim Development Program, for questions regarding travel to and within China.
  - Pediatric International Research, for pediatric investigators interested in international research collaborations, Program Coordinator 402-559-8845
  - International Health and Medical Education, for general information regarding international travel, education, and resources.
  - Center for Global Health and Development, a College of Public Health resource focused on international public health education, research, and practice.
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## **Getting Answers to Questions Regarding International Research Requirements**

Contact either:

- International Research Projects: SPAdmin, 402-559-7456
  - Export Controls: Export Control Office, 402-559-4518
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