Office of the Senior Vice Provost for Research

Guidance Document for Temple University personnel planning an International Business Trip on Temple’s Behalf

10-1-14

The Office of International Affairs (OIA)

OIA will assist schools and colleges that desire to enter into a memorandum of understanding (MOU) or other agreement documenting a formal relationship with a foreign institution by providing templates, as well as tracking status throughout the review, approval and signature process. To begin the process of establishing an international partnership, please contact the Office of International Affairs at 215-204-9570 to set up an appointment.

OIA Link:
http://www.temple.edu/provost/international/resources/planning.html

Additional resources for your travel may be found here:

U.S. State Department:
http://www.travel.state.gov/content/travel/english.html

International SOS Emergency Programs:
http://www.temple.edu/rmi/SOS.html

Hosting International Visitors:
http://www.temple.edu/provost/international/resources/hosting.html

Temple Travel policies:
http://www.temple.edu/controller/travel/
Temple University Office of International Affairs project request form: https://sites.temple.edu/request/wp-login.php?redirect_to=http%3A%2F%2Fsites.temple.edu%2Frequest%2F&reauth=1

International Agreement Procedure

The international agreement procedure will provide step-by-step instruction and guidance on the process of establishing an international collaboration.

Agreement Routing Form

Schools/colleges who wish to establish an international partnership should review and complete the international agreement routing form and send to internationalaffairs@temple.edu, along with other supporting documents.

Financial Impact Statement

All agreements must be accompanied by a Financial Impact Statement (FIS) to be completed by the department contact and signed by the budge unit manager of that school/college or department. For assistance completing the FIS please contact OIA at 215-204-9570.

Memorandum of Understanding (MOU) Templates

*General Exchange Agreement* - This agreement is a general statement of intent to cooperate, and that the parties will sign further agreements regarding specific collaborations.

*Student Exchange Agreement* - Temple and foreign institution students may study abroad for credit or noncredit. Students pay tuition to their home institutions.

*Faculty Exchange Agreement* - Temple and foreign institution faculty may collaborate on research or teaching.

*Dual Bachelor's Master's Degree Agreement* - Students complete two degree programs taking courses at Temple and foreign institution. Available as Dual
Bachelor’s Degree Program 2+2; Dual Master’s Degree Program 1+1; or Dual Bachelor’s Master’s Degree Program 3+2.

**Personal Safety**

If your research requires that you travel to such a high-risk country, please contact the Office of International Affairs early in your planning for advice; the office can provide additional assistance related to countries which are subject to the U.S. Department of State Travel Warning or where there is other reliable information of significant health or safety risks.

**Travel Health Consultation**

Everyone, including travelers returning home to their own country after an extended time in overseas, should seek care from a health provider competent in the area of travel health.

**Medical Insurance**

It is important to know that all medical expenses that you incur when out of the U.S. are paid out of pocket. Many types of health insurance do not cover care abroad. Out of pocket costs can be extremely expensive. Be sure you have adequate funds to pay for these expenses. It is your responsibility to know the terms of your insurance policy and the claim and reimbursement process.

**Regulatory Information**

The responsible conduct of international research is guided by a number of regulatory guidelines. These are described below.

**Export Control**

Faculty engaged in international research and collaborations are required to complete; the Export Control Regulations including the International Traffic in Arms Regulations (ITAR), the Export Administration Regulations (EAR), and the Office of Foreign Assets Control regulations (OFAC), and how to stay compliant in the performance of research at the university.

The Departments of Commerce, State, and Treasury administer the primary controls on exports of goods, commodities, and information. The Department of Commerce regulates the export of items and information that have civil
applications, the Department of State regulates the export of items that have military applications or that relate to space, and the Department of the Treasury enforces country-specific embargoes and financial sanctions on individuals, organizations and countries. In certain circumstances, these agencies may require the University to secure a license before any items or information is exported to another country or shared with a foreign national.

Dual Use Export License

The Bureau of Industry and Security (BIS) of the U.S. Department of Commerce is responsible for regulating the export of most commercial items, often referred to as “dual-use” items, which are those having both commercial and military or proliferation applications. Relatively few exports of dual-use items require obtaining an export license from BIS prior to shipment.

Dual use export licenses are required in certain situations involving national security, foreign policy, short-supply, nuclear non-proliferation, missile technology, chemical and biological weapons, regional stability, crime control, or terrorist concerns. The license requirements are dependent upon an item's technical characteristics, the destination, the end-use, and the end-user, and other activities of the end-user. Even if a license is not required, there may be additional requirements you must satisfy prior to exporting. Before shipping your product, make sure you understand the concept of dual use and the basic export control regulations, including end-user and end-use based controls.

Material Transfer Agreements (MTAs)

MTA contracts that govern the transfer of tangible research materials between two or more organizations (governments, universities, non-profit entities, or for-profit entities) for research purposes. The MTA contains terms and defines the rights of the provider and the recipient of the original materials and any derivatives made from those materials. Whether the material and/or information is proprietary (the material or information is being maintained as a trade secret or the material is infectious, hazardous or subject to special regulations or the provider is concerned about potential liability), and/or the provider wishes to obtain rights to the results of the research in which the material or information is to be used. It is important to understand what materials the foreign collaborator/visitor is bringing with them, how did they receive it and if there any restrictions on use, possession and transport of such materials.
Biosecurity-Dual Use Research of Concern

Dual Use Research of Concern (DURC) is life sciences research that, based on current understanding, can be reasonably anticipated to provide knowledge, information, products, or technologies that could be directly misapplied to pose a significant threat with broad potential consequences to public health and safety, agricultural crops and other plants, animals, the environment, materiel, or national security. The United States Government’s oversight of DURC is aimed at preserving the benefits of life sciences research while minimizing the risk of misuse of the knowledge, information, products, or technologies provided by such research.

United States Government Policy for Oversight of Life Sciences Dual Use Research of Concern:


Compliance Guidance Synopsis for Researchers visiting Temple University

The following educational and research compliance programs are used by all researchers at Temple University, including international collaborators at Temple.

eRA – Electronic Research Administration, a web-based system that enables online application submission, real-time submission tracking, review, pre- and post-approval compliance activities, and data management.

Responsible Conduct in Research (RCR) — Completion of training is required in the protection of animal and human research subjects as well as research ethics.

RCR training is required for NSF and NIH (face-to-face) awards. Typically RCR education addresses the following topics: Data Acquisition and Management - collection, accuracy, security, access; Authorship and Publication; Peer Review; Mentor / Trainee Responsibilities; Collaboration; Conflict of Interest; Research Misconduct; Human Subject Research; Use of Animals in Research.

Basic Courses in the Protection of Human Subjects in Research — Mandatory training for all faculty and students working on Human Subjects Research
protocols. The Institutional Review Board (IRB) will require each PI, Co-PI, and Advisor, Students listed on a human subjects application to complete training in Human Subjects Research.

**Basic Courses in the Protection of Animal Subjects in Research —**
**Institutional Animal Care and Use Committee (IACUC)** ensures compliance with all regulations, policies and standards in place to protect animal welfare in research. **Mandatory** training through AALAS Learning Library modules required for all staff working with animals, the Animal Exposure & Risk Assessment Questionnaire required for Occupational health clearance, and ULAR orientation required for entry to the animal facilities:
http://www.temple.edu/research/regaffairs/iacuc/iacuc_training.asp.

**Conflict of Interest (COI) Training** — COI training is **required** for any Institution/PI applying for or receiving **NIH or PHS funding** from a grant or cooperative agreement. Investigators must be in compliance with all of the revised regulatory requirements for Conflicts of Interest (COI) training.

**Hazard Communication Training** — is required for anyone who works with or in an area with chemical, biological, and/or radiological materials.

**Biosafety and Bloodborne Pathogen (BBP) Training** — BBP training is required for all personnel conducting research involving biological materials, i.e., those who directly work with or have a potential to be exposed (by working in the area) to human blood, human body fluid, human cell lines, human tissue cultures, lentivirus, and/or animals injected with HIV or Hepatitis B and other biohazardous agents. Researchers who work with human, animal, or plant pathogens; human-derived materials; or recombinant DNA need approval from the Institutional Biosafety Committee (IBC). Hepatitis B vaccination (documentation/declination) and completion of occupational health questionnaire is required prior to commencing work that utilizes biological materials or animals.

**Environmental Health and Radiation Safety Training** — The Environmental Health and Radiation Safety Department (EHRS) is responsible for ensuring the safe use of radioactive materials, radiation-producing equipment, chemicals and biological substances at the University, Hospital and affiliated institutions and training. An extensive list of requirements and training is available in the link below; http://www.temple.edu/ehrs/training/documents/TrainingCourseMatrix.pdf. http://www.temple.edu/ehrs/safety/lab-safety/documents/newfacultysurvey.pdf
Shipping of Dangerous Goods Training — an in-person training required for anyone responsible for shipping hazardous materials through any means and has not already received Shipping of Dangerous Goods Training through EHRS.

Radiation Safety Training — Basic radiation safety awareness training for all and clinical radiation safety training for radiation producing equipment.

Controlled Substances for Research — Controlled substances are drugs or other substances that are controlled under the Controlled Substances Act (CSA). The United States Drug Enforcement Agency (DEA) regulates the use of controlled substances to prevent diversion and abuse.

Field Safety — for researchers working in remote locations, development of safety plan (includes emergency contact information) based on an evaluation of risks unique to the work location of field activities, heat illness prevention and response, emergency procedures, first aid and CPR training.

Scientific Diving — anyone SCUBA diving for science using university equipment or diving as a student or employee need to complete appropriate training requirements and produce valid certification.

Human Resource Compliance — following training is mandatory; Reporting Child Abuse on Campus, Preventing Discrimination and Harassment Making our Campus Safer (Clery Act for Non-Campus Security Authorities)