

## **Important information for conducting research or University business overseas:**

### **Institutional Agreements:**

Brown University cultivates relationships with partner institutions around the world that include a wide variety of collaborations across campus. As the central institutional facilitator or initiator for the development of international partnerships, the Office of Global Engagement (OGE) has developed protocols for the review and approval of current and new agreements.

Should you be interested in pursuing an agreement (whether departmental or institutional) with an international colleague or entity, please contact the OGE so that coordination with the relevant department(s), and the relevant senior dean(s) (Dean of the College, Dean of the Graduate School, Dean of Biology and Medicine, Dean of Faculty, Vice President for Research) can be ensured. In addition, we ask that you allow sufficient time for the agreement process (several weeks/months will be required depending on the complexity of the agreement).

The OGE will coordinate the review of the draft agreement and will work with the Office of the General Counsel to make sure that the agreement is properly executed and addresses applicable regulatory compliance. Please consult the OGE website for full [guidelines](#) and contact the office 863-9720 to discuss your interest in developing an agreement in advance of submitting an application.

### **Research Considerations:**

Research-related activities in all circumstances are subject to a variety of important requirements. When there is an international component, these requirements still apply and there may be additional compliance issues that need to be addressed. As a result, we ask that you please contact the [Office of Sponsored Projects](#) for assistance with compliance of Federal laws, granting agencies, and other applicable requirements.

Brown's [Office of Research Integrity](#) ensures review and approval of human and animal subject protections.

**Export Controls:** International research may also involve export controls considerations. For questions about [export control](#), please email the University's export control officer.

## **Other Compliance Issues: Operating Overseas, Hiring, Managing funds, Purchasing and Taxes:**

Operating overseas often requires hiring staff, managing funds, and purchasing goods or services. In addition, overseas activities often have tax implications. The offices at Brown responsible for these areas will provide support to ensure that your international activities are compliant.

Hiring abroad can be a complex process, please contact the [Human Resources Department](#) for assistance in determining the best way to proceed.

Issues related to handling international financial transactions should be discussed with the [University Controller](#).

Faculty and staff who are unsure of whom to contact on a specific issue, or have a compliance or operational question not discussed in this document, can contact the [Office of Internal Audit Services](#). You may also wish to consult with the [Office of General Counsel](#).

### **Insurance Protection**

The [Insurance Office](#) maintains insurance, which may help protect you and the University in the event of a problem overseas, covering such areas as general liability, professional liability, workers compensation, and university owned property.