INTERNATIONAL TRAVEL AND EXPORT CONTROL CHECKLIST

When planning a trip abroad, individuals sometimes take information, technology and equipment with them. However, faculty, staff and students need to be aware of the impact of export control regulations when traveling internationally. Export control regulations affect:

- Items you may take with you on a trip
    - Laptops (both personal and UMass Boston-owned)
    - Encryption items
    - Data and technology
    - Blueprints, drawings, and schematics
    - Chemicals, biological materials, and scientific equipment
- Supplying certain technologies or data at a "closed" conference or meeting (a meeting that is not open to all technically qualified members of the public and attendees are not permitted to take notes)
- Restricted information (in print and electronic format or discussed verbally while abroad)
- Travel to sanctioned or embargoed countries
- Conducting business with, or providing services to, certain people or entities (including human subjects and collaborative research)

You must ensure that any information you discuss or items you take are either not controlled or if controlled, proper licenses are in place. A license may be required from the Departments of Commerce, State, or Treasury depending on the items you are taking, the country you are traveling to, and the individuals you will be interacting with.

Fortunately, travel to most countries oftentimes does not raise any export control concerns. In some cases, an exclusion or exception to the license requirements is available. In order to assess any export control restrictions associated with your upcoming international trip, please answer the following questions carefully. Note: Individuals can be held personally liable for exporting items, technical data, or software without a license or license exception.

1. Do you plan to travel to an embargoed destination? Note: Certain countries such as Burma, Cuba, Iran, Ivory Coast, Libya, Liberia, North Korea, Sudan, Syria, and Zimbabwe face increased restrictions. For an up-to-date list of embargoed countries and other restrictions, please visit: www.treas.gov/offices/enforcement/ofac/programs	Yes	No
2. Will you be taking any information or technology that is not widely available in the public domain, is classified, or is subject to export control regulations? (Including materials in print or electronic versions) **Export controlled** materials includes technology, software, and information related to the design, production, testing, maintenance, operation, modification, or use or controlled items or items with military applications. It does not include basic marketing information on function or purpose; information regarding general scientific, mathematical or engineering principles commonly taught in universities; or information that is generally accessible in the public domain.	Yes	No
3. Are you taking any biological or hazardous materials abroad?	Yes	No
If yes, have you obtained approval from Zehra Schneider Graham, Deputy Director, of Environmental Services at zehra@umb.edu?	Yes	No
4. Will you be taking any materials or equipment with you? (Including a laptop computer, software, scientific equipment, etc)	Yes	No

	Yes	No
5. Will you be attending a "closed" conference or meeting? Note: A closed meeting is not open to all technically qualified members of the public.	Yes	No
6. If you will be presenting at a conference or meeting, will you be presenting information that is *not* available in the public domain or fundamental research?	Yes	No
7. Will you be providing a service or financial assistance to a foreign entity while traveling internationally? Note: "financial assistance" includes hiring of project personnel. "Services" include providing medical assistance, assisting in data analysis, etc.	Yes	No
8. Will you receive compensation for your travel expenses or other compensation from a foreign sponsor or government?	Yes	No
9. Will you be sharing UMB-developed, non-commercial encryption software in source code or object code?	Yes	No
10. Do you know or have any reason to believe that the information you will be sharing or the activities you will engage in while traveling will have a military use or will provide a military service? For example, will the information you carry with you or the discussions you have aide in the design, development, production, stockpiling or use of nuclear explosive devices, chemical or biological weapons, or missiles?	Yes	No

I certify that I have read and understand the information provided regarding compliance with export laws and regulations. I understand that I could be personally liable if I unlawfully export or disclose export controlled information or technology to foreign nationals without prior approval. I have provided complete information in responding to the questions listed above

_____

Traveler Name (please print)

_____   _____

Signature   Date

If you respond 'yes' to any of the questions, please submit your checklist to your Pre Award Grant Administrator in the Office of Research and Sponsored Programs (ORSP) at least 30 days prior to trip commencement. The ORSP staff may contact you to get additional information to complete the export review process. In the event a license is required, ORSP will submit a license application to the appropriate government agency.

If all responses are 'no', please sign the bottom of the checklist and maintain a copy for your records.