### Are you collaborating globally?

**Shipping**
Do you ship outside the U.S.? Avoid potential fines by contacting Export Control.

**Shipping to China, Russia, or Cuba?**
An export license or declaration to the U.S. government is required when shipping most items to these countries.

**Working with Cuba, Iran, Russia?**
You may need special permission from the U.S. government before engaging with these countries.

**Visiting Scholars**
Hosting scholars from other countries? If they are working on your federally sponsored research, disclosures and/or assignments may be required.

Contact: Sharon May in the Export Controls Office for advice on requirements (1-6455).

### Are you sharing materials, ideas or information?

**Data Integrity**
Identify sensitive research data, back-up your data in a secure environment such as a secure cloud server. Unsecured data can be compromised and manipulated, making it unusable.

**Transfers and Sharing of Research Materials?**
You may need a Material Transfer Agreement (MTA) or a Data Use Agreement (DUA) in place prior to sending or receiving materials or data.

You may need a Technology Control Plan (TCP) or export license prior to sharing items including:
- Software, algorithms, encryption code, third-party intellectual property, unpublished data, information not in the public domain or patented information.

Contact: Joycelyn Lucke (1-5624) for MTA/DUA or Sharon May (1-6455) for TCP or export license

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### NDSU & Sponsor Funding Requirements

**Conflict of Commitment**
Many outside professional activities require prior approval, submit a Consulting Authorization request available on the Provost’s website.

**Are you receiving extramural research funding?**
Federal funding agencies are closely reviewing the completeness of disclosures in proposals and through-out the life-cycle of grants and contracts

**Be aware of the following updated requirements:**
- **Other support** includes all resources, foreign & domestic, made available to the researcher in support of or related to all of their research endeavors, even non-monetary value support, such as in-kind
- **Biographical sketches** include positions, scientific appointments, foreign affiliations and honors, including positions which may be voluntary

Funding specific information: www.ndsu.edu/research

Contact: ndsu.researchdev@ndsu.edu for requirements

**Significant Financial & Foreign Affiliation disclosures**
- PI’s, senior personnel, and other investigators must disclose related SFI and foreign affiliations.

Contact: ndsu.coic@ndsu.edu for more information

### Are you traveling internationally?

**Data Protection**
If you are traveling with electronic devices, you can take the following steps to protect your information:
- Leave your data or laptop at home.
- Back up your data.
- DUO is not allowed in some countries

Your IT administrator can also encrypt your hard drive or set up a Virtual Private Network (VPN).

**Travel Safety**
Traveling with Research Materials, Samples or Equipment Exports, including items that are hand-carried, are subject to legal requirements. Ask the Export Controls Office for assistance.

**Field work**
- If you are planning to bring research samples back these may require an import permit.
- Be careful about discussing or sharing data or information with international research collaborators.

Contact: NDSU Travel office, NDSU IT, NDSU Export Controls office.