



## INTERNATIONAL TRAVEL INFORMATION – EXPORT CONTROLS

If you plan to travel internationally on business for the University of Oklahoma, the Office of Export Controls (OEC) wants to ensure you are aware of certain export compliance information.

As a general rule, international travel and academic collaborations are not subject to export controls or sanctions. However, if your trip involves any of the following, you contact the University's Office of Export Controls well in advance of departure:

- Traveling abroad with equipment, hardware, or materials (including personally-owned laptops containing University information, research samples, and paper files);
- Activities and exchanges with individuals or organizations in Cuba, Iran, North Korea, Sudan or Syria; and
- Furnishing assistance, training, or otherwise interacting with **foreign militaries in any country**.

All research, discussions, presentations, and correspondence occurring or shared during your international travel may involve only "Fundamental Research," is defined as: *basic and applied research in science and engineering, the results of which ordinarily are published and shared broadly within the scientific community, as distinguished from proprietary research and from industrial development, design, production, and product utilization, the results of which ordinarily are restricted for proprietary or national security reasons.* (National Security Decision Directive 189.)

To avoid export controls violations during or related to your international travel:

- Do not exchange items or agree to exchange items with any non-US person without OEC approval. (You can email our office at [export@ou.edu](mailto:export@ou.edu).)
- Stay on your Fundamental Research topic; don't stray into theoretical matters or developmental applications that may disclose University proprietary information prior to having a signed agreement in place between OU and the other person or institution that specifically addresses such exchanges. That agreement will have been reviewed by OEC to protect against export controls violations, as well as other OU offices charged with protecting OU interests, such as intellectual property.

Be aware of suspicious contacts:

- Suspicious contacts may be:
  - efforts by any individual, regardless of nationality, to obtain illegal or unauthorized access to classified information or to compromise a cleared employee;
  - contacts by cleared employees with known or suspected intelligence officers from any country; or
  - any contact that suggests a cleared employee may be the target of an attempted exploitation by the intelligence services of another country.

- Report any suspicious contacts to the Office of Export Controls (405-325-7843 or [export@ou.edu](mailto:export@ou.edu)).

Do not agree to do research for contacts you meet abroad or accept gifts from them, without first notifying the Office of Export Controls. If pressed for further information or for collaboration, take their information and tell them you will get back to them. Notify the Office of Export Controls before proceeding further. OEC will ensure the proposed activity with the individual or country is permitted under federal law.

### **Services to Make your Travel Successful**

All information contained on laptops or other portable computing devices taken abroad should be free of proprietary restrictions and legal protections (e.g., no export-controlled technical data may be on the device). Laptops being sent or taken abroad for University business should contain only standard commercial encryption software.

The OEC offers “clean” loaner laptops to faculty and staff traveling internationally on University business. These laptops are referred to as “clean” because they are free of export-controlled technology, student records, HIPPA information, or other sensitive information. Using an OEC “clean” laptop greatly reduces the risk of loss, theft, or inadvertent disclosure of protected information, such as the University’s intellectual property.

The OEC also provides the following services prior to international travel:

- The OEC will review all technology and related items being sent or taken for University business purposes, to determine if a license is needed. The OEC can provide you with the necessary letters for these items to help you clear customs and legally carry items to and from your country of origin.
- The OEC will perform Restricted Party Screenings on personal contacts.
- The OEC will provide training on export controls.

### **Other Helpful Travel Resources**

- Recommended vaccinations and country-specific health issues: <http://wwwnc.cdc.gov/travel/>.
- TSA’s current airport security procedures: [www.tsa.gov](http://www.tsa.gov).
- Destination-specific guidance (including safety and security information for U.S. travelers, and whether or not your destination is subject to a current travel alert or travel warning) provided by the U.S. State Department: <https://travel.state.gov/content/travel.html>
- FBI’s Best Practices for Academics Traveling Overseas: <http://www.ou.edu/content/dam/exportcontrol/documents/FBI%20-%20Best%20Practices%20for%20Academics%20Traveling%20Overseas.pdf>

Your travel also may be governed by the terms of your funding source, such as National Institute of Health (NIH) or National Science Foundation (NSF), and by the University’s travel policies. Contact Office of Research Services (ORS) / Office of Research Administration (ORA) and your campus travel office for details.