

Teleworking Abroad with Research



This guide provides information on how **international telework arrangements** interact with your **research**. Faculty and staff must submit a telework request form and wait for the review process to complete before starting any international telework arrangement.

Are you planning to conduct research abroad, but you are not a paid UNC employee?

Contact exportcontrol@unc.edu and resscisec@unc.edu for guidance.

What is the Telework Request form?

Foreign and domestic regulations can impact your taxes, benefits, visa sponsorship, and scope of research.

The purpose of the [telework request form](#) is to gather this logistical information from University specialists for your departmental Human Resources (HR) officer. This allows your HR officer to review your telework request and provide you with resources.

Who manages your Telework Request form?

HR directs telework requests to the several offices who support the logistics of global collaboration. These offices compose the Global Working Group (GWG).

- Payroll
- Benefits
- University Counsel
- International Scholar and Student Services
- UNC Global
- Export Compliance
- Science and Security

Contact your direct HR representative for a status update on your telework request.

Telework Review Chain:

Once telework requests have routed through departmental HR, they issue simultaneously to the group of central offices above. After these offices complete their reviews, final telework approval is determined at a departmental level.

Employee submits request.

Supervisor

Department HR

Global Working Group

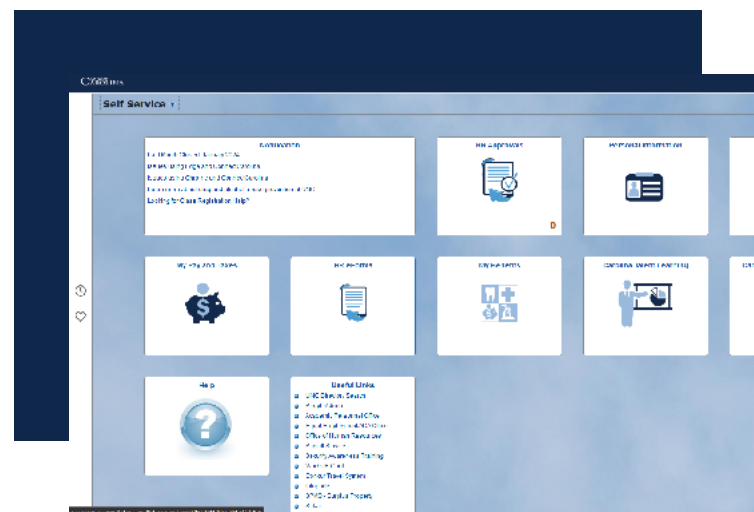
Division Review

How do I submit a Telework Request Form?



1. Log into Connect Carolina and select "Self-Service" from the "My Page" navigation.

2. Select HR eForms



3. Initiate a Telework Review Form

A screenshot of the HR eForms Telework Request form. The form is titled 'Request Form' and includes a 'Telework Request' section. The form is divided into two main sections: 'Request Form' and 'Employee/Agency Identification and Department Information'. The 'Request Form' section includes a 'Request Form' table with columns for 'Request Form' and 'Request Form'. The 'Employee/Agency Identification and Department Information' section includes a table with columns for 'Employee/Agency Identification and Department Information' and 'Employee/Agency Identification and Department Information'. The form is currently blank, showing only the headers and labels for the sections and tables.

How does research support your telework abroad?

Export Compliance and Science and Security provide compliance services for your international research.

The Export Compliance Office supports telework by:

Export Compliance reviews:	Export Compliance provides:
<ul style="list-style-type: none">✓ Tangible items, information and software with which you travel internationally✓ International institutions and collaborators✓ Whether your research results are intended for public dissemination	<ul style="list-style-type: none">✓ Export documentation for UNC-owned equipment that you carry abroad.✓ Certification that entities are not restricted by the US government.✓ Guidance on export regulations and your scope of work.✓ License applications, when necessary, for an export or research activity. Licenses are formal requests to the government to authorize an export.

*Are you travelling UNC-owned research equipment? You may need an **Electronic Export Information (EEI) filing** for that item. Failure to file an EEI may result in significant fines.*

The Science and Security Office supports telework by:

Science and Security reviews:	Security and Security provides:
<ul style="list-style-type: none">✓ International research laws and requirements issued by relevant government agencies, such as National Institute of Health or the National Science Foundation✓ The locations you wish to telework from✓ The activities you wish to do if your telework request is approved	<ul style="list-style-type: none">✓ Guidance on federal laws and sponsor funding requirements✓ Guidance on changes to the activities you would do if needed✓ Guidance on security concerns and tips you can do to better secure your data and devices