Faculty Guidance for Travel and Engagements

This guidance is intended to help faculty plan proposed travel or engagements when the destination, sponsor, organizer, funding source, or activity may involve a foreign adversary nation or another elevated-risk circumstance. The principles below explain the types of situations that are usually allowable, ones that require additional review, ones that are unlikely to be approved without changes, or ones that should not proceed.

Core Principle

Travel and engagement are reviewed based on the overall risk and benefit of the activity to Purdue University. The most important factors are who is organizing the activity, who is paying for the faculty member's participation, where the activity will occur, what the faculty member will do, whether Purdue's name or marks will be used, whether research collaboration or teaching is involved, and whether risks can be mitigated. **Faculty should always seek guidance before making any commitments or arrangements for travel.**

Primary Questions Faculty Should Consider Before Requesting Approval

1. **Who will you be interacting with?** Will you be interacting with any restricted parties?
2. **Who initiated the travel engagement?** Was it you, a known colleague, a solicitation or invitation from someone you do not know?
3. **What is the purpose of the travel?** Is travel for conference attendance, a presentation or lecture, teaching a course or workshop, a research collaboration, a Purdue-hosted engagement, or personal travel?
4. **Where will the travel or engagement occur?** Is the destination a foreign adversary nation[1] or another country, and is any part of the engagement at Purdue?
5. **Who is organizing or sponsoring the activity?** Is the organizer or sponsor a foreign adversary nation, another entity, or Purdue?
6. **Who is paying for the travel or individual participation?** Is payment for travel and/or participation being made by a foreign adversary nation, another sponsor, Purdue, or the faculty member personally?
7. **What Purdue interests are implicated?** What is the strategic value to Purdue, including scholarly, educational, research, reputational, partnership, recruitment, or institutional benefits?
8. **Will you be working remotely?** Are you accessing Purdue resources from outside of the United States?

[1] Purdue Foreign Adversary Nations (III.B.7) Policy: https://www.purdue.edu/vpec/policies/ethics/iiib7/

9. **What risks are present and how can they be mitigated?** What are the risks related to research security, export control, intellectual property, data security, institutional reputation, conflicts of commitment or interest, and use of Purdue's name, logo, or trademark?

When submitting a Reportable Outside Activity request in PERA, faculty should provide as much information as possible, to clarify the information noted in the above questions. The following sections provide some guidance on various situations and whether or not they are likely to be allowed to proceed.

Situations That Should Not Proceed

Faculty should not proceed with travel or engagements when a foreign adversary nation directly organizes the activity and also pays for the faculty member's participation, or when the faculty member would receive direct payment, reimbursement, honoraria, lodging, meals, or travel support from a foreign adversary nation. These situations create risks that cannot be accepted or mitigated through ordinary University processes.

Situations That Are Unlikely to Be Approved Unless Changed

Some activities may be possible only if the faculty member can demonstrate a strong strategic advantage for Purdue and the risks can be mitigated. These include traveling to any comprehensively sanctioned destination for any reason or to a foreign adversary nation to teach a course or workshop, conduct substantive research collaboration, or give a presentation when the activity is organized by a foreign adversary nation or otherwise presents elevated concerns. Before submitting such a request, faculty should consider whether the activity can be restructured by changing the funding source, limiting the scope of participation, moving the activity to a lower-risk setting, or separating conference participation from research collaboration.

Situations That May Be Approved with Additional Review

Some requests may be approved on a case-by-case basis after additional review. Examples include: travel to a conference in a foreign adversary nation or to a conference sponsored by a foreign adversary nation; travel to give a short presentation or single lecture in a foreign adversary nation; travel to teach a course or workshop in a foreign adversary nation; or research collaboration travel involving a foreign adversary nation. These situations required a review of the complete explanation of the purpose, sponsor, organizer, funding source, participants, destination, expected outcomes, Purdue benefit, and proposed mitigation measures.

Situations That Usually May Proceed Through Standard Processes

Many activities may proceed through standard University travel processes, particularly when the travel is to a country that is not a foreign adversary nation, the activity is organized

and sponsored by an entity other than a foreign adversary nation, the faculty member is paid by Purdue or personally pays, or if the travel is personal. Even when an activity appears to be lower risk, faculty should still disclose relevant sponsors, organizers, collaborators, funding sources, and engagement details so the University can determine whether mitigation or additional review is needed. Even if travel is not to a foreign adversary nation, if an entity in a foreign adversary nation has a hand in organizing or funding the activity, additional review should occur.

Ways to Reduce Risk Before Submitting a Request

- **Change the funding source.** Avoid direct payment, honoraria, reimbursement, or travel support from a foreign adversary nation when possible. Use Purdue, personal, or other permissible funding when appropriate.
- **Clarify the organizer and sponsor.** Document whether the event is organized by a neutral or established professional society rather than by or on behalf of a foreign adversary nation.
- **Demonstrate that the conference is longstanding and established.** For sponsored conferences, provide history, governance, reputation, and evidence of broad international participation.
- **Limit the scope of participation.** A short presentation or lecture may present less risk than teaching a course, conducting a workshop, or engaging in substantive research collaboration.
- **Separate travel from research collaboration.** If the trip includes both a presentation and collaboration discussions, clearly define and limit what will occur during the trip.
- **Strengthen mitigation measures.** Address data security, export control, controlled or unpublished research, intellectual property, cybersecurity, conflict disclosures, and post-travel reporting expectations.
- **Consider an alternative format.** When risk is elevated, consider virtual participation, participation from a lower-risk country, or engagement through an established third-party professional venue.

Keep in mind, all approved travel to a foreign adversary nation will require a pre-travel briefing through RSEC. Do not take your Purdue-issued laptop to a foreign adversary nation. If you need an electronic device, Purdue IT can provide you with a clean loaner laptop.