



Teleworking Abroad Exception Packet

FOR ACADEMIC STUDENT EMPLOYEES (ASE), GRADUATE STUDENT RESEARCHERS (GSR) & POSTDOCTORAL SCHOLARS ONLY

Instructions:

All requests will be reviewed by the following central offices; Office of Contract and Grant Administration, Export Control, Global Operations, and when applicable Labor Relations.

For Academic Student Employees (ASE) and Graduate Student Researchers (GSR), submit the completed form to vcisneros@grad.ucla.edu. For Postdoctoral Scholars, submit the completed form to postdoc@grad.ucla.edu.

Allow up to 30 calendar days for processing.



Prior Approval Form for Working Abroad If Funded by Contracts or Grants

This form should be completed for individuals proposing to work abroad if their salary will be charged to an externally funded contract or grant. If not, please fill out pages 3-6.

For individuals working, or proposing to work, abroad, prior sponsor approval/notification is **required before the salary (or stipend) can be charged**. OCGA will submit the request to the sponsor and confirm with Graduate Division when a response has been received. **NOTE: Work should NOT be conducted in a foreign country until approval/notification to the Sponsor has been provided.**

1. PATS/Institutional Number (for pending award with no assigned fund number):

2. Fund Number:

3. Principal Investigator (PI):

4. Sponsor:

5. Project Title:

6. Name of Individual Working in a Foreign Location:

7. Foreign Location [*Name of country and place where the actual work is being conducted. For example, working in (name of country) on laptop at home, lab space at a (foreign named entity)*]:

8. Project Role:

Postdoc - salaried

Postdoc - stipend

Graduate Student - salaried

Graduate Student - stipend

Other: Explain below

9. Proposed Start Date for Working at Foreign Location (XX/XX/202X):

10. Estimated End Date for Working at Foreign Location If Known (XX/XX/202X):

11. Justification for Why Work Must be Performed Overseas (select one):

Individual has a visa but, due to the COVID Pandemic, is subject to travel restrictions and cannot enter the US

Individual has been unable to obtain a visa due to the COVID Pandemic

Individual has been unable to renew visa due to the COVID Pandemic

Other: Explain below

12. Description of Work to be Conducted in Foreign Country

UCLA Overseas Telework Exception Request Form for Academic Student Employees (ASE), Graduate Student Researchers (GSR), and Postdoctoral Scholars

The following exception request form for overseas telework should be completed for the following eligible academic appointees:

1. Academic appointees (including student employees) who have a visa but are subject to a travel restriction and cannot enter the U.S.;
2. Newly appointed academic appointees (including student employees) who have been unable to obtain their visa to enter the U.S.; and
3. Current academic appointees (including student employees) who have been unable to renew their visa to enter the U.S.

For eligible academic appointees, temporary overseas telework may be approved through December 31, 2021.

For additional information on temporary telework from overseas, please see [Frequently Asked Questions \(FAQs\) Regarding Academic Appointees Temporarily Teleworking from Overseas](#).

Academic Appointee Information

Employee Name	
Employee ID	
Department	
Job Title	
Work Percentage (%)	
Appointment Start Date	
Appointment End Date	
Country of Citizenship	
Visa Type	

Proposed Remote Work Information

Overseas telework exception eligibility (mark all that apply):

Academic appointee (including student employees) who has a visa but are subject to a travel restriction and cannot enter the U.S

Newly appointed academic appointee (including student employees) who has been unable to obtain their visa to enter the U.S.

Current academic appointee (including student employees) who has been unable to renew their visa to enter the U.S.

Country Where Telework Will Occur	
Date(s) Working Outside the U.S.	
Date Will Enter the U.S.	

Briefly describe efforts made to enter the U.S.:

Briefly describe why appointment cannot be postponed and reason(s) for the overseas telework:

Employee will be participating in work supported by (mark all that apply):

Grant/Contract	Fund #			Sponsor
	Fund #			Sponsor
	Fund #			Sponsor
University funds	FAU(s)			
	Sales & Service?	Y	N	
Other	FAU(s)			

Job duties (mark all that apply):

Research Teaching Administration Clinical Services Other

Briefly describe work that will be completed while overseas:

List all equipment/software/etc. The employee will need to perform job duties abroad:

Academic appointee will be provided access to the following in the performance of his/her job duties (mark all that apply):

- Export controlled technology or technical data
- Confidential or proprietary information from a sponsor or third-party
- Equipment specifically designed or developed for military or space applications

Principal Investigator(s)/Supervisor(s) Information

Employee(s) Name	
Title(s)	
Phone Number(s)	
Email(s)	

Principal Investigator(s)/Supervisor(s) attestation (mark all that apply)

I certify that the research project (e.g., grant or contract) on which the employee will be working does not restrict or prohibit the participation of foreign persons.

I certify that the research project (e.g., grant or contract) on which the employee will be working does not restrict or prohibit the research team’s right to publish any of the data or research results.

I certify that the employee will **NOT** be provided access to:

- Technical information that has been designated “export controlled”;
- Sponsor or third-party proprietary or confidential information, materials, or software; or
- Encryption source code.

I certify that the employee will **NOT** be provided access to equipment specifically designed or developed for military or space applications.

Other Notes:

I am familiar with the job duties and other particulars of employment of the individual and hereby affirm that the contents of the foregoing certification are true to the best of my knowledge, information, and belief. I further understand that failure to accurately complete this questionnaire can result in U.S. government export control violations for which civil and criminal penalties can be assessed against any individual (including a Principal Investigator) found to have caused or facilitated a violation, and/or against the University of California.

PI Signature(s): _____ Date: _____

Department Chair Signature: _____ Date: _____

The below is to be completed by central office only.

<i>GD Received:</i>	
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<i>OCGA Notes:</i>	
<i>OCGA Decision:</i>	
<i>OCGA Signature:</i>	

<i>Export Control Notes:</i>	
<i>Export Control Decision:</i>	
<i>Export Control Signature:</i>	

<i>Global Operations Notes:</i>	
<i>Global Operations Decision:</i>	
<i>Global Operations Signature:</i>	

<i>Final Decision:</i>	
<i>GD Notified Submitter</i>	
