

Institutional Compliance and Regulatory Affairs

Guidance Document ICRA.4. – Employee Agreement for Remote Work International document

Policy Status: Active

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Contents:

- [Purpose](#)
- [Definitions](#)
- [Guidelines](#)
 - [Proposals and Awards through ERA System,](#)
 - [Non-Disclosure Agreements \(NDA\), Data Use Agreements \(DUA\), Memorandums of Understanding, and other non-financial agreements Restricted/Controlled Projects](#)

PURPOSE:

To establish requirements for university personnel to follow to ensure their compliance when to use the Employee Agreement for Remote Work International document as required by university Policy.

DEFINITIONS:

SECURITY REVIEW – An internal review of the completed Employee Agreement for Remote Work International performed by an export compliance specialist in Institutional Compliance and Regulatory Affairs (ICRA), to ensure the compliance with University Policy, Security Practices, and U.S. export laws, regulations, and guidelines.

INSTITUTIONAL COMPLIANCE AND REGULATORY AFFAIRS (ICRA) – An internal organization whose activities support coordination, management, and monitoring of the risks associated with federal, state, and local laws and regulations.

GUIDELINES:

An Export Review of the Employee Agreement for Remote Work International is required prior to travel to a country of concern (as of December 29, 2023: Burma, People's Republic of China, Cuba, Eritrea, Iran, the Democratic People's Republic of Korea, Nicaragua,

Pakistan, Russia, Saudi Arabia, Tajikistan, and Turkmenistan) when travelling to perform business for ASU. Travel to countries of concern requires approvals from ASU senior leadership and ICRA and may also require sponsor approval if funds are to be paid from a sponsored project. Review and approval is also required for intermittent remote work in countries of concern during periods of business and personal travel.

ICRA staff may contact faculty or staff to request additional information or documentation. It is the responsibility of faculty and staff to provide requested information and complete all required forms promptly and accurately. Failure to promptly respond to ICRA requests will delay the Export Review.

Prior to any foreign travel a best practice is review of ASU's [international travel and exports guidance](#).

FURTHER INFORMATION:

For questions, additional detail, please contact export.control@asu.edu and see IRCA, Compliance with Federal Export Control Regulations (<https://researchintegrity.asu.edu/export-controls-and-security>).