



## Conducting Research at Georgia Tech Collaboratively and Securely

This document is a resource to help you, our research community, conduct research collaboratively and securely given the continual shifts in the regulatory landscape for research. Although we cannot predict the future, we can anticipate more federal requirements for disclosing international collaborations and funding.

### As a Georgia Tech employee conducting research, we recommend the following:

- Familiarize yourself with research security and the necessary disclosures, beginning with the checklist on page 2.
- Assess your international collaborations to understand their risks and benefits. Be aware of individuals or organizations that are included on any of the restricted party lists and/or [embargoed countries](#) as collaborations may require prior authorization from the federal government.
- Ensure that your partnerships do not jeopardize you or Georgia Tech.

“International collaborations are integral to our mission of advancing knowledge and innovation. They enable us to tackle global challenges, enhance our research capabilities, and contribute to economic development, all while fostering a vibrant, diverse academic community. Thank you for protecting our research and ensuring that our discoveries benefit society while maintaining the highest standards of integrity and security.”

– Tim Lieuwen,  
executive vice  
president for Research

# Checklist

## Training

- ☐ Many federal sponsors are increasing their research security training requirements for principal investigators (PIs) and key personnel. Make sure you complete all training [requirements](#).

## ORCID iD

- ☐ Set up an [ORCID iD](#) through the Georgia Tech Library. This is a 16-character digital identifier that is unique to you and ensures your work is correctly attributed to you.
- ☐ An increasing number of sponsors are requiring ORCID iDs. PIs need to complete ORCID profiles before submission of proposals.

## External Activity Disclosures

- ☐ Some research sponsors broadly expect faculty to disclose all external activities including those that are not part of their Georgia Tech duties. Learn more about [sponsor disclosure requirements](#) and disclosing potential [conflicts of interest](#) to ensure your compliance..
- ☐ Carefully review sponsor requirements. Sponsors have varying expectations for disclosure of information in biosketch, current and pending, and other support documents.

## Foreign Talent Recruitment Programs

- ☐ Any involvement with foreign talent recruitment programs must be reported. Involvement with certain programs is strictly prohibited. [Learn more](#) to ensure your compliance.

## Technology and Cybersecurity

- ☐ Understand data controls in your agreements beyond what is required by the Institute.
- ☐ Work with your school or college IT director throughout the proposal and the contracting, delivery, and closeout stages to ensure that the applications, sites, systems, and services used to conduct your research meet cybersecurity requirements. If the type of data you utilize during the contract period changes, or the scope of the contract changes, check with your IT director to ensure that no changes are required to continue meeting cybersecurity requirements.
- ☐ Develop and implement data management plans to control and monitor access to research data and systems, as well as handling data retention, archival, and destruction. [Learn more](#).

## Export Controls

- ☐ During the research submission process (prior to award), complete export control questions and the conflict of interest (COI) form.
- ☐ Be aware of U.S. [export control regulations](#) that can impact, among other things, project staffing, field work, and international exchanges of research materials. Check in with the export control team, particularly in heavily regulated areas, to determine if new export control regulations impact your work or where you are working.
- ☐ Contact the [export control team](#) to help you recognize and navigate these complex situations.

## International Travel

- ☐ If you are traveling internationally on official Georgia Tech business (including speaking engagements), complete the WorkDay international travel spend authorization, including the export questionnaire, at least 30 days prior to departure.
- ☐ Review the requirements [here](#), which include [tips](#) to secure your data and laptop.

## Hosting International Visitors

- ☐ If you are hosting an international visitor, be aware it may come with risks if your visitor is from an [embargoed country](#) and/or on the [entity list](#). [Email](#) the export control team to run a screen before you invite the guest.

Research security requirements are within the research award lifecycle. **For complete details, visit** <https://osp.gatech.edu/award-lifecycle>.

**For more information, visit** <https://research.gatech.edu/protecting-your-research>

## Questions?

Email [croo@gatech.edu](mailto:croo@gatech.edu).