



## OSP Memorandum 12-01

TO: UAHuntsville Research Community

FROM: Gloria Greene, Director, Sponsored Programs

SUBJECT: Foreign Travel on Sponsored Research Contracts and Grants

DATE: 29 February 2012

UAHuntsville requires its students, staff, and faculty to follow established procedures when traveling outside of the United States of America on UAHuntsville business. The policy located on Research Security website, provides guidelines for planning international travel and summarizes the resources available to assist travelers when they are faced with emergencies while traveling abroad on university business.

The university supports and promotes travel on its behalf by individuals whose business or scholarly activities involve international travel, while encouraging sound business practices and safety and security measures that minimize risks to the traveler and the institution.

Effective the date of this memo, a copy of all Authorization for Official Travel forms for foreign travel (anywhere outside the U.S.), involving sponsored research and related cost share orgs will be provided to The Office of Research Security. Upon receipt of the Travel Authorization form, Research Security will contact you regarding your travel and schedule a briefing.

In addition, any deviation from the country proposed and funded, will require agency approval – NO EXCEPTIONS. The approval will be obtained by the OSP contract administrator. The traveler will provide the administrator a written justification for the country deviation to submit to the funding agency.

The Authorization for Official Travel will be approved by the administrator, pending the agency's review of the justification (approval or disapproval) if accompanied by a Risk Memo.