

INTERNATIONAL ACTIVITIES CHECKLIST—Individuals Involved Must Complete with Their Unit Administration and the International Center or DSR. Contact DSR for assistance in reviewing the Government lists. If the instructions below direct you to contact DSR, inform DSR – and DSR must approve travel or other action in advance. Communication “abroad” means while abroad or from the U.S. to someone abroad.

1. Attach a brief description of the proposed international travel/contract/project/collaboration/payment (including purpose, entities, people, payments and activities at UF and abroad).
2. Travel, contract, project, collaboration, visit, payment involve an **OFAC-sanctioned country (or its citizen)**? (<http://www.treas.gov/offices/enforcement/ofac/programs/index.shtml>) Will **any** equipment (even office laptop computer, PDA, cell phone), chemical or biological material or payment be sent or hand-carried to, or left in, the country? Yes No **If yes to either:**
 - a. Does an OFAC general license apply to each specific activity? Yes No
 - b. Does an OFAC institutional license apply to each specific activity? Yes No**(Review licenses with International Office. If licenses do not clearly cover ALL activities, contact DSR.)**
3. Interaction with, benefit/payment to, a person/entity on any **OFAC Prohibited List (in U.S. or abroad)**? **(If yes, contact DSR)** (<http://www.ustreas.gov/offices/eotffc/ofac/sdn/index.html>) Yes No
4. Interaction with, benefit/payment to, a person/entity on **State Department Terrorist Exclusion List (in U.S. or abroad)**? **(If yes, contact DSR)** (<http://www.state.gov/s/ct/rls/fs/2004/32678.htm>) Yes No
5. Hand-carrying, sending or leaving (even temporarily) **equipment** (other than personal grooming equipment such as blow driers or personal travel alarm clocks), **s/w code, or chemical/biological material anywhere abroad?** (see 6 regarding computers, PDAs, cell phones) Yes No **(If yes, contact DSR)** If yes, list/describe each item on attached page.
6. If a **computer, PDA or cell phone** is being hand-carried or sent abroad (also see 2 re: countries of special concern):
 - a. Is the equipment available routinely at retail outlets in the U.S? **(If no, contact DSR)** Yes No
 - b. Does the equipment contain encrypted software (other than only standard office/business software such as Microsoft office)? **(If yes, contact DSR)** Yes No
 - c. Does the equipment contain not-yet published technical research data? **(If yes, contact DSR)** Yes No
 - d. Does the equipment contain proprietary/confidential technical data? **(If yes, contact DSR)** Yes No
 - e. Will the equipment be left abroad, even temporarily? **(If yes, contact DSR)** Yes No
 - f. Will the equipment be used solely to conduct UF work or research and standard tourist activities? **(If no, contact DSR)** If no, describe any other activities on attached sheet. Yes No
 - g. Will you have physical possession/control of the equipment at all times? **(If no, contact DSR)** Yes No
7. Will already controlled, proprietary or not-yet-published technical data/research (other than only non-proprietary research results from research at UF in the US with no publication, research access or dissemination restrictions or Govt. contract controls—or “public domain”) be communicated **anywhere abroad?** **(If yes, contact DSR)** Yes No
8. Technical interaction or communication with entity/person on **EAR Lists (Entities, Denied Persons, Unverified Persons, or General Order No. 3, EAR Part 736 Lists)**? **(If yes, contact DSR)** Yes No
(<http://www.access.gpo.gov/bis/ear/pdf/744spir.pdf>)
(http://www.bis.doc.gov/enforcement/unverifiedlist/unverified_parties.html)
(<http://www.bis.doc.gov/DPL/Default.shtm>)
(<http://www.access.gpo.gov/bis/ear/pdf/736.pdf>)
9. Are any of the **technology** areas on the **U.S. Munitions List** (22 CFR 121.1, http://www.pmdtc.state.gov/docs/ITAR/2007/official_itar/ITAR_Part_121.pdf) **OR** do they have a defensive or offensive **military application/adaptation** – or do they involve **space technology**, whether or not military? **(If yes, contact DSR)** Yes No