Office of the Vice President for Research
Research Administration Services

International Engagements Checklist:
Considerations for International Projects at MIT

As international collaborations and partnerships continue to grow at MIT, it becomes increasingly important to identify any potential legal, financial or implementation issues that may be involved as soon as possible. This checklist is intended to help identify projects that may be considered "international engagements" and need special attention from MIT administration.

A. Financial

☐ Is the sponsor a foreign:
- o Government?
- o Foundation?
- o State-owned Corporation?
- o Individual?

☐ Where will payments come from? If coming from abroad, possible issues:
- o Foreign currency payments
- o Difficulties getting funds out of certain countries

☐ Will a foreign bank account be needed?

☐ What are the sponsor's audit requirements, if any?

B. Personnel and Visitors

☐ Will the project involve MIT employees on the ground outside the U.S. for extended periods? Possible issues:
- o Large amounts of MIT activities abroad may trigger additional tax liability.
- o May imply that MIT has a "permanent establishment" in another country.
- o Local tax laws may apply to MIT employees.

☐ Will the project involve contracting or hiring someone overseas?

☐ Are there visitors as part of the contract - particularly large numbers at once or extended stays? If so, from which countries? Possible issues:
- o Visa implications
- o DLC capacity to absorb visitors

C. Complexity

Many factors may require additional MIT resources to negotiate and implement a project such as:

☐ Multiple activity types (Institution-building, education, research)

☐ Multiple departments involved

☐ Governance structures (e.g. board of directors or steering committee)

☐ Significant scale of the project

☐ MIT involvement in selection of research proposals

☐ Commitment to collaborate on research with PIs at foreign institutions

D. Legal, Compliance and Safety

☐ Are there legal and/or compliance issues for the activity abroad?
- o How will they be managed?
- o Who will manage them?

☐ Are there any potential export control issues with the project, sponsor and/or collaborators?
- o See VPR's Export Controls page for more information

☐ Are there any safety concerns or issues related to social, cultural or political conditions in partner countries?
- o See MIT's Travel Risk Policy page for more information

Additional Resources

For questions, please contact the International Coordinating Committee at internationalhelp@mit.edu.