1. The following roadmap sets out the processes involved in planning and conducting international research. The roadmap highlights the potential problems researchers might come across and where to find the relevant policies, requirements and appropriate advice within UCL.

2. This is not meant to be an all-exhaustive compendium; rather it serves to highlight most important processes and issues. For more information, please check specific local, faculty/departmental processes and requirements.

3. The guidance is divided into two parts:

   - **“Researcher”** – things researchers need to consider for themselves when they intend to work abroad, including health and safety, UK travel advice, insurance etc. These would generally apply to most researchers going abroad.

   - **“Research Participants/Sources of Material”** – things to consider when working with specific sources of data or materials; such as human participants, animals, biological materials, cultural artefacts, etc.

Researchers should follow the part of the diagram relevant to the specific project.
*Note: Researchers who are nationals of other countries than the UK should follow the same processes and policies, even if they are doing the research in their native country. While researchers might be aware of the risks, they might be more willing to accept them or have a false sense of safety.
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Researchers

- Who are you? How are you going to be perceived by the overseas community?
- Can your background, gender, beliefs, or status affect the research or research participants? E.g. Are you member of the LGBT community going to work in a country where it could be considered highly sensitive and/or illegal?
- Is there any risk of harm to you due to the research methods being used or topic being researched?
- Do you have a support plan for yourself here in the UK, and locally, to deal with any difficult situations?
- For guidance on safety when working in unfamiliar environments see Code of Practice for the Safety of Social Researchers.
- Does your research fall under the sensitive research criteria? Please see UCL definition of Sensitive Research.
- For research in resource-poor overseas settings please see the Global Code of Conduct.

Legal requirements

All countries have their own legislation* which you must comply with. Please note that while abroad you still need to comply with UCL policies and if you are a British citizen, UK law, e.g. Bribery Act 2010.

For specific information on local requirements contact consular services of the relevant country.

Health & Safety requirements

UCL Safety Services provide specific advice about working off-site. Please follow their guidance on planning the itinerary and risk assessment.

Risk assessment

Have you thought about potential risks to you and your participants and how they will be managed? Has your risk assessment been approved? –see here and RiskNET tools. Risk assessment is a legal requirement for all research.

Visas

Do you need a travel visa?
- Tourist Visa
- Research Visa

Is a research visa required in the country to conduct research? This is different from a tourist visa.

Research Permissions

- Research Clearance
- Do you need research clearance from the government or local organization? This is not the same as local ethics approval. This might be required even if the researcher is a national of that country. Many countries mandate this, e.g. Tanzania.
- Permit for field studies
- If field studies should be conducted in accordance with local legislation and may require specific licences or permissions, e.g. excavation permit
- Export/Import licence
- Often licences are required for import/export of military, dual-use goods and technology, artworks, plants and animals, medicines and chemicals.

Different customs

Be aware of local customs, traditions and practices as your behavior may be seen as improper, hostile or even illegal, e.g. requirement for carrying personal identification, dress code, alcohol consumption, smoking, jawlaying, etc.

Travel Safety

UCL has a Business Travel Insurance policy for staff and students who are normally resident in the UK. No individual trip should exceed 12 months.

Health

Do you have individual medical insurance? If your trip is longer than 12 months you may need additional insurance.

Travel

- Do you have travel insurance?
- Has a travel insurance cover note been issued by UCL Insurance Services?

Equipment

Are you bringing any equipment that might need to be covered? –see UCL Insurance Services.

Research

Some types of studies require research insurance, e.g. some interventional and clinical studies. For more information see here.

Insurance

UCL has a Business Travel Insurance policy for staff and students who are normally resident in the UK. No individual trip should exceed 12 months.

Foreign Travel Advice

- Check the British Foreign Commonwealth Office website for travel advice, both before and during your stay. See advice for the specific area of the country you are planning to travel to as there might be different local levels of risk. For guidance and advice see also UCL Global Engagement Office.
- Travel safety will be considered if you are applying for ethics approval.

Green

Check the Foreign Travel Advice before traveling for potential risks. Check the neighboring areas, e.g. will you travel through a red area to get to the green area?

Amber

Advice against all but essential travel. Carefully consider the risks. Research projects based in the areas marked as amber will likely not get approved for research done by undergraduates and masters students.

Red

Advice against all travel. Please note that research in such areas is considered highly risky and will only be approved on a case-by-case basis. It is likely that applications only from very experienced researchers will be approved.

Immunization

Immunizations may be required in advance of the trip. Some immunizations must be administered weeks in advance to be effective. The Occupational Health Service (OHS) is able to advise staff on all aspects of work related travel health.

Your Health

Consider what health care is available and how to access it. Do you have a pre-existing health condition? How will this be managed? Medical supplies may be subject to different medical legislation* or supply constraints, e.g. codeine containing drugs are banned in some countries.

Local Collaboration

Local collaborators/partners help bridge the cultural differences. Do you have local collaborators or do you need to find a local contact? For guidance and advice see UCL Global Engagement Office.

It is important to establish balanced and fair benefit sharing with local communities/researchers - see below for more information.

Access and Benefit Sharing

Access by researchers to any biological or agricultural resources, human biological materials, traditional knowledge, should be subject to the free and prior informed consent of the owners or custodians. See Global Code of Conduct.

In response to funder requirements, UCL has produced operational guidance to undertake due diligence checks on partners in low and middle income countries when applying for funding with an Official Development Assistance component. For more information see here and here (login required).

Open Access

Are you planning to publish your results? Open Access? For more information see here.

*Note: There may be serious penalties for breaking a law, including deportation or imprisonment.
List of links included in the flowcharts

**General UCL resources**
- Research Integrity website: [http://www.ucl.ac.uk/research/integrity](http://www.ucl.ac.uk/research/integrity)
- UCL definition of Sensitive Research: [http://www.ucl.ac.uk/research/integrity/sensitive-research](http://www.ucl.ac.uk/research/integrity/sensitive-research)
- The Nagoya Protocol: [http://www.ucl.ac.uk/research/integrity/the-nagoya-protocol](http://www.ucl.ac.uk/research/integrity/the-nagoya-protocol)
- Policy regarding the illicit trade in antiquities: [http://www.ucl.ac.uk/archaeology/research/ethics/policy_antiquities](http://www.ucl.ac.uk/archaeology/research/ethics/policy_antiquities)
- UCL's Global Engagement Office: [https://www.ucl.ac.uk/global/contact-us](https://www.ucl.ac.uk/global/contact-us)
- Open Access: [https://www.ucl.ac.uk/library/open-access](https://www.ucl.ac.uk/library/open-access)

**Ethics information**
- UCL Research Ethics Committee: [https://ethics.grad.ucl.ac.uk/](https://ethics.grad.ucl.ac.uk/)
- UCL Institute of Education Research Ethics Committee: [https://www.ucl.ac.uk/ioe/research/research-ethics](https://www.ucl.ac.uk/ioe/research/research-ethics)
- Research Conducted Overseas: [https://ethics.grad.ucl.ac.uk/research-conducted-overseas.php](https://ethics.grad.ucl.ac.uk/research-conducted-overseas.php)

**Data Management & Protection**
- Research Data Management webpages: [http://www.ucl.ac.uk/library/research-support/research-data](http://www.ucl.ac.uk/library/research-support/research-data)
- Data Management Plan: [http://www.ucl.ac.uk/library/research-support/research-data/policies/writing_DMPlan](http://www.ucl.ac.uk/library/research-support/research-data/policies/writing_DMPlan)
- Data protection Registration: [https://www.ucl.ac.uk/legal-services/research](https://www.ucl.ac.uk/legal-services/research)

**Working with children**
- Research With Children And Young People: [https://ethics.grad.ucl.ac.uk/res_with_children.php](https://ethics.grad.ucl.ac.uk/res_with_children.php)
- UCL Research Ethics Committee Guidance Note 1: Research Involving Children: [https://ethics.grad.ucl.ac.uk/forms/guidance1.pdf](https://ethics.grad.ucl.ac.uk/forms/guidance1.pdf)

**Working with animals**
- UCL Biological Services: [http://www.ucl.ac.uk/biological-services/](http://www.ucl.ac.uk/biological-services/)

**Health and Safety resources**
- UCL Safety Services: [https://www.ucl.ac.uk/safety-services](https://www.ucl.ac.uk/safety-services)
- Off-site Working: [https://www.ucl.ac.uk/safety-services/a-z/off-site-working](https://www.ucl.ac.uk/safety-services/a-z/off-site-working)
- Working Abroad Checklist: [https://www.ucl.ac.uk/safety-services/a-z/off-site-working/abroad-checklist.pdf](https://www.ucl.ac.uk/safety-services/a-z/off-site-working/abroad-checklist.pdf)
- Risk assessment guidance: [https://www.ucl.ac.uk/safety-services/a-z/risk-assessment](https://www.ucl.ac.uk/safety-services/a-z/risk-assessment)
- RiskNET tools: [https://www.ucl.ac.uk/safety-services/risknet](https://www.ucl.ac.uk/safety-services/risknet)
- Lone Working: [https://www.ucl.ac.uk/safety-services/a-z/lone-working](https://www.ucl.ac.uk/safety-services/a-z/lone-working)
- UCL Insurance Services: [https://www.ucl.ac.uk/finance/expenses-insurance/travel-advice](https://www.ucl.ac.uk/finance/expenses-insurance/travel-advice)
- British Foreign Commonwealth Office: [https://www.gov.uk/foreign-travel-advice](https://www.gov.uk/foreign-travel-advice)
- TravelHealthPro: [https://travelhealthpro.org.uk/countries](https://travelhealthpro.org.uk/countries)

**Additional codes and guidance**
- Convention on Biological Diversity: [https://www.convention-biodiversity.org/](https://www.convention-biodiversity.org/)