

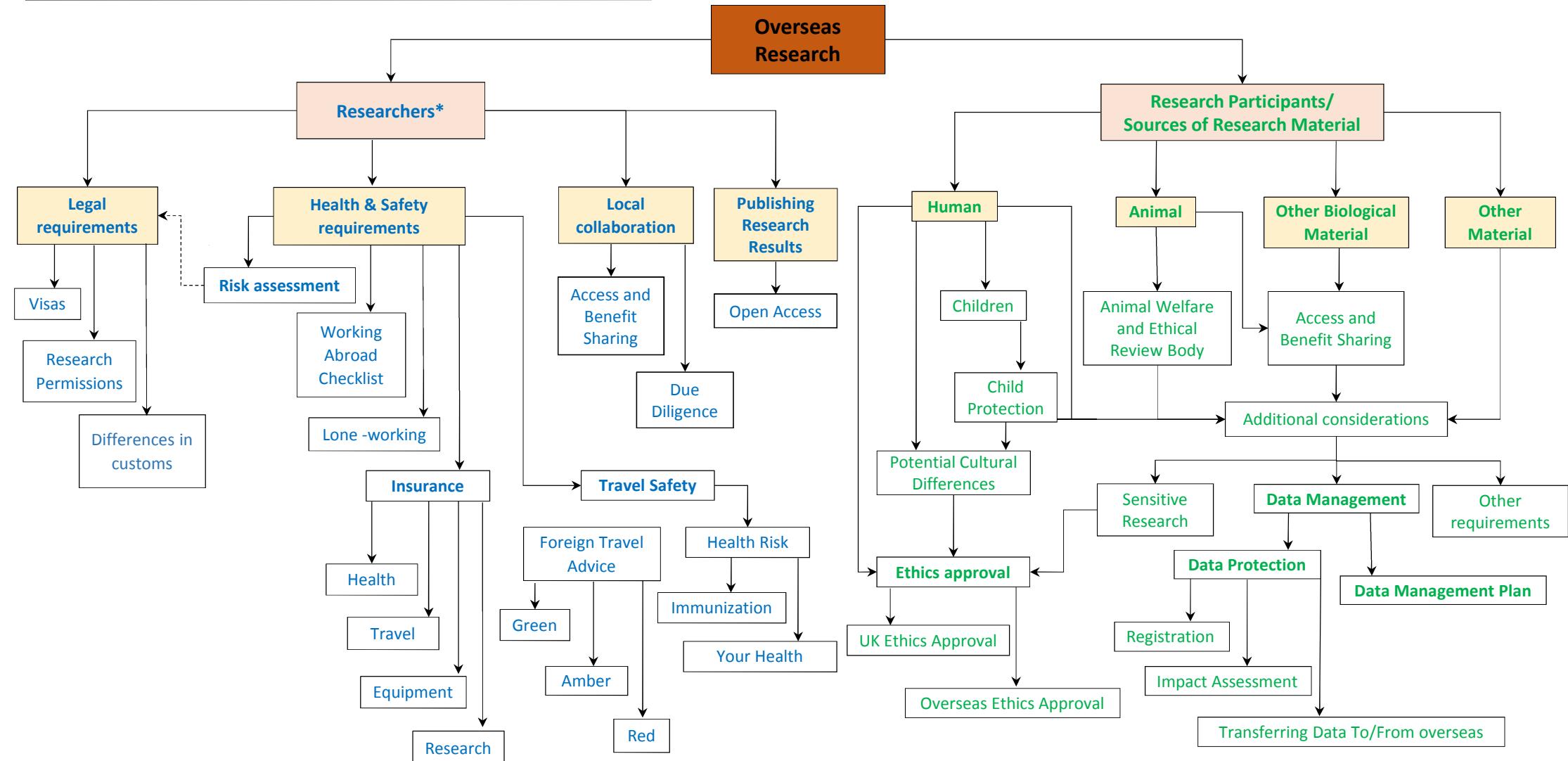
# Overseas Research Guidance

## –How to use it

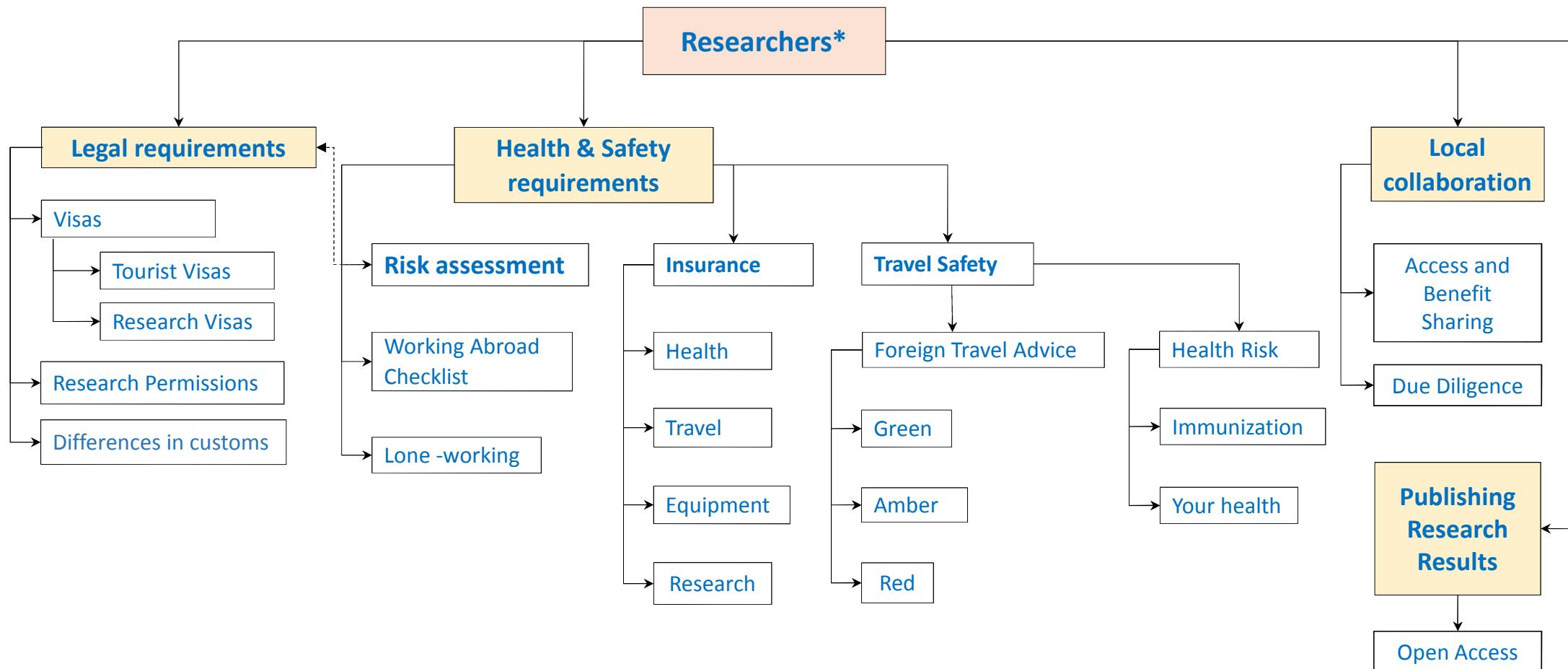
1. The following roadmap sets out the processes involved in planning and conducting international research. The roadmap highlights the potential problems researchers might come across and where to find the relevant policies, requirements and appropriate advice within UCL.
2. This is not meant to be an 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.

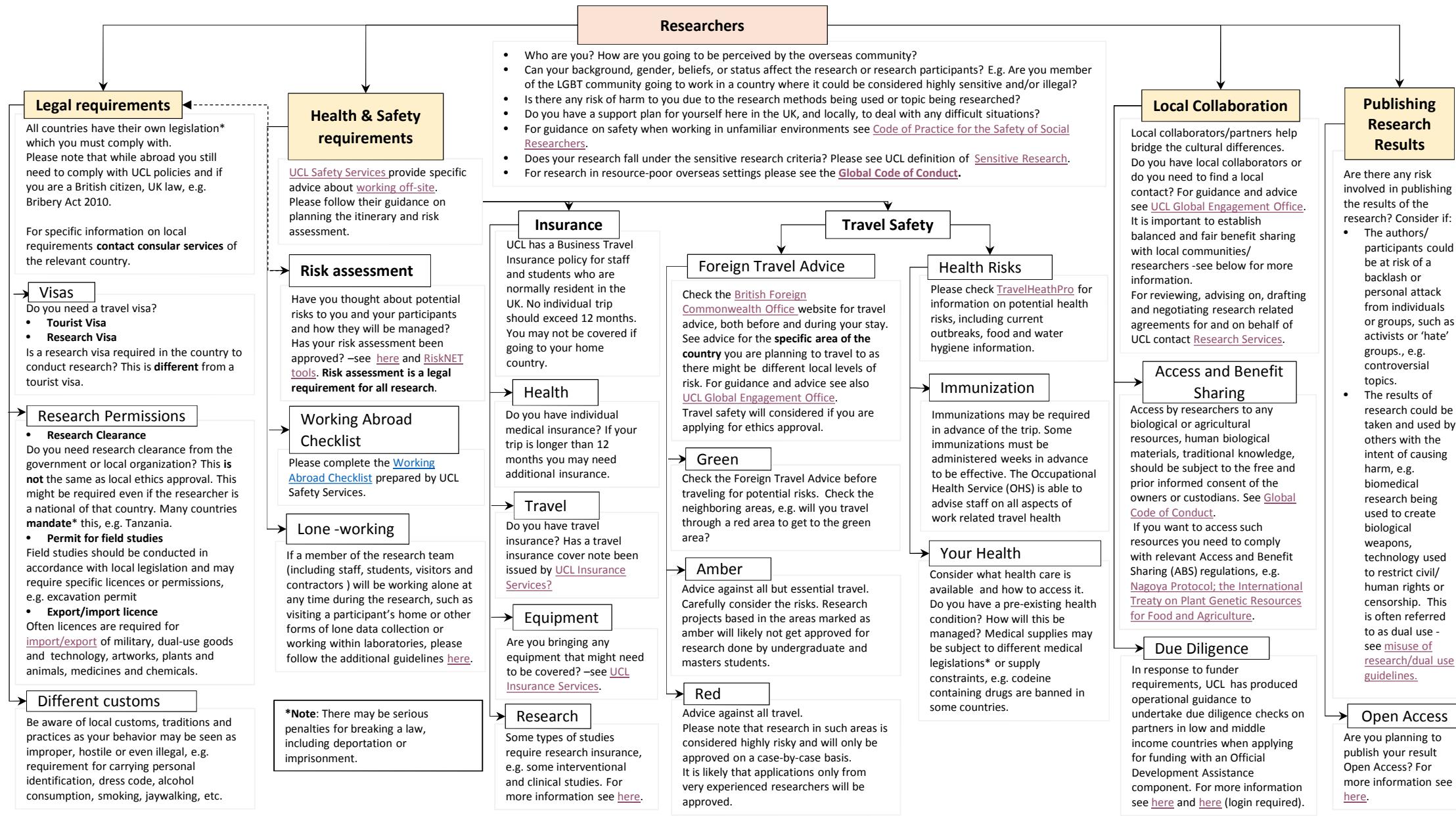
Researchers should follow the part of the diagram relevant to the specific project.

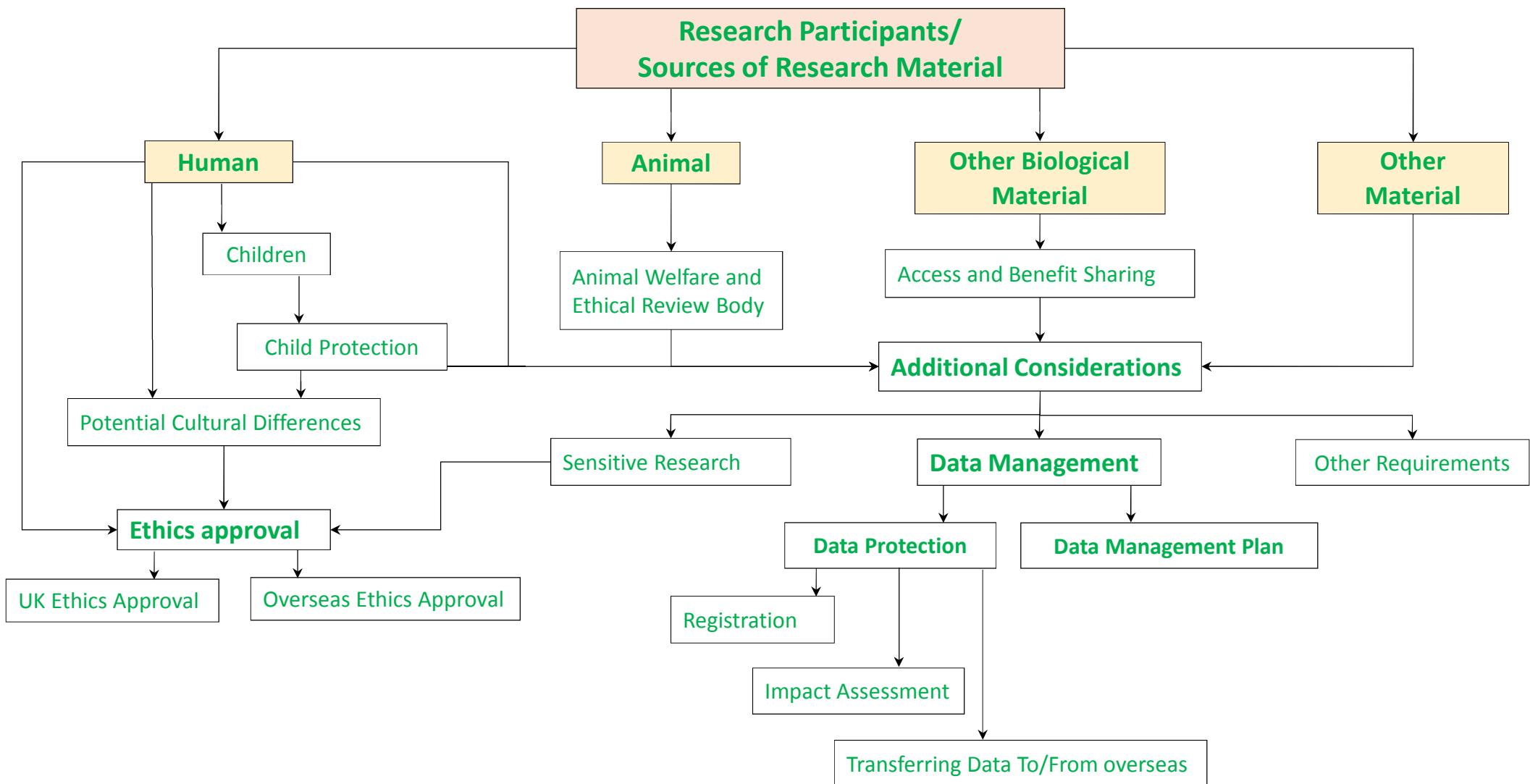
\*Note: Researchers who are nationals of other countries than the UK should follow the same processes and policies, even if they are doing the research in their native country. While researchers might be aware of the risks, they might be more willing to accept them or have a false sense of safety.

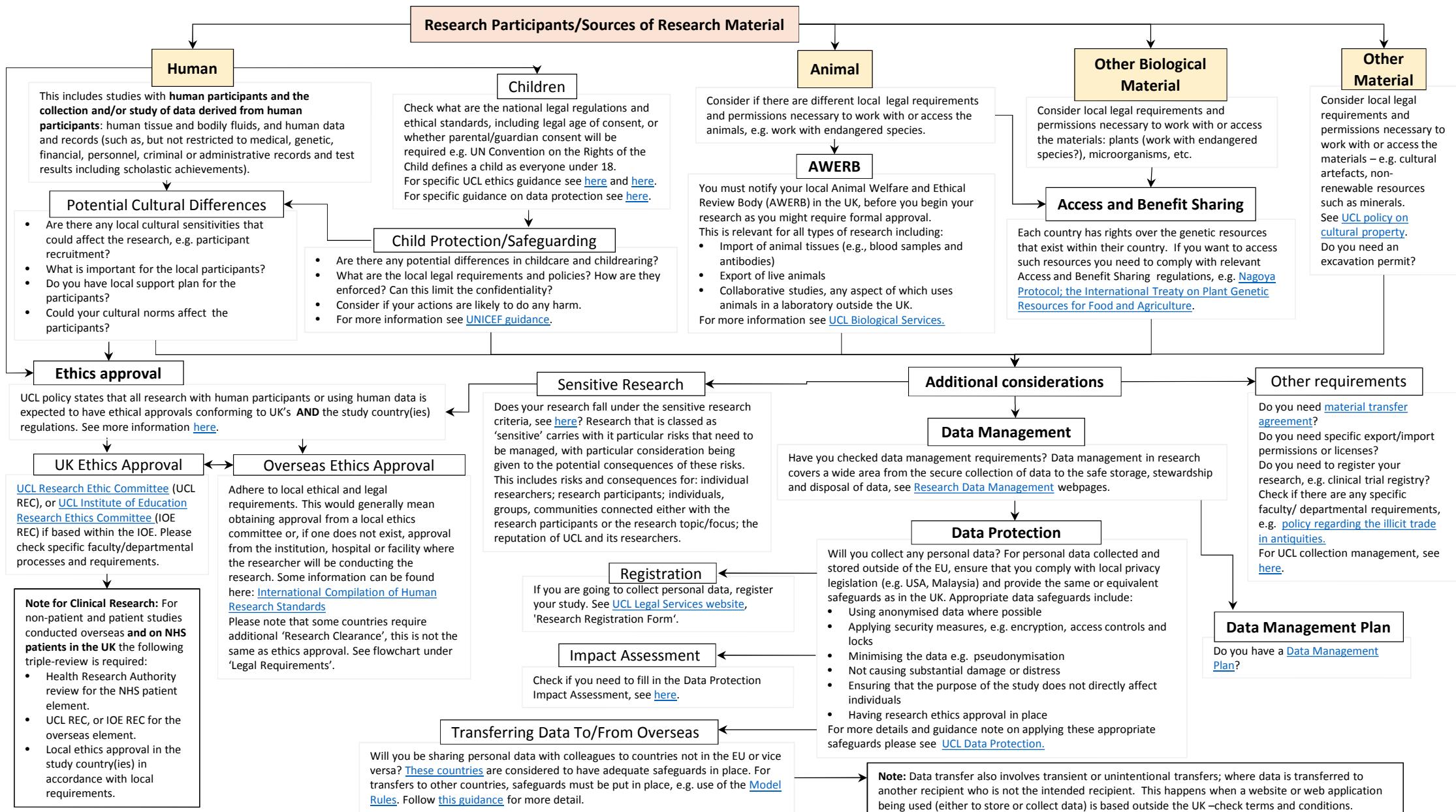


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## List of links included in the flowcharts

### General UCL resources

Research Integrity website <http://www.ucl.ac.uk/research/integrity>

UCL definition of Sensitive Research <http://www.ucl.ac.uk/research/integrity/sensitive-research>

The Nagoya Protocol <http://www.ucl.ac.uk/research/integrity/the-nagoya-protocol>

UCL Cultural Property Policy <https://www.ucl.ac.uk/archaeology/research/ethics/ucl-cultural-property-policy-guidelines>

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)

Museums & Collections home page <https://www.ucl.ac.uk/culture/collection-management>

Material and Transfer Agreements <https://www.uclb.com/for-researchers/material-transfer-agreements/>

UCL's Global Engagement Office <https://www.ucl.ac.uk/global/contact-us>

Due Diligence <https://www.ucl.ac.uk/school-life-medical-sciences/about-slms/office-vice-provost-health/research-coordination-office/what-we-do/supporting-9>

UCL Due Diligence Policy <https://www.ucl.ac.uk/school-life-medical-sciences/about-slms/office-vice-provost-health/research-coordination-office/what-we-do/supporting-18>

Open Access <https://www.ucl.ac.uk/library/open-access>

Research Services <https://www.ucl.ac.uk/research-services/>

### Ethics information

UCL Research Ethics Committee <https://ethics.grad.ucl.ac.uk/>

UCL Institute of Education Research Ethics Committee <https://www.ucl.ac.uk/ioe/research/research-ethics>

Research Conducted Overseas <https://ethics.grad.ucl.ac.uk/research-conducted-overseas.php>

International Compilation of Human Research Standards <https://www.hhs.gov/ohrp/international/compilation-human-research-standards/index.html>

### Data Management & Protection

Research Data Management webpages <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)

UCL Data Protection <https://www.ucl.ac.uk/legal-services/ucl-general-data-protection-regulation-gdpr/guidance-notices-ucl-staff/guidance-researchers>

Data protection Registration <https://www.ucl.ac.uk/legal-services/research>

Data Protection Impact Assessment <https://www.ucl.ac.uk/legal-services/research/data-protection-impact-assessment>

Data Protection & Management at Research Integrity <http://www.ucl.ac.uk/research/integrity/policies-and-guidelines/data-management-protection>

Transferring Data outside of EU guidance <https://www.ucl.ac.uk/legal-services/ucl-general-data-protection-regulation-gdpr/guidance-notices-ucl-staff/transfers-personal-data>

UCL Guidance Note Transfers Outside the EEA [https://www.ucl.ac.uk/legal-services/sites/legal-services/files/ucl\\_guidance\\_note\\_-\\_transfers\\_outside\\_the\\_eea.pdf](https://www.ucl.ac.uk/legal-services/sites/legal-services/files/ucl_guidance_note_-_transfers_outside_the_eea.pdf)

Model contracts [https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/model-contracts-transfer-personal-data-third-countries\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/model-contracts-transfer-personal-data-third-countries_en)

### 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>

Research with Children: Guidance on Data Protection Issues <https://www.ucl.ac.uk/legal-services/ucl-general-data-protection-regulation-gdpr/guidance-notices-ucl-staff/research-children-guidance>

UNICEF Guidance on Ethical Research Involving Children (ERIC) <https://childethics.com/>

### Working with animals

UCL Biological Services <http://www.ucl.ac.uk/biological-services/>

### Health and Safety resources

UCL Safety Services <https://www.ucl.ac.uk/safety-services>

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/sites/safety-services/files/abroad-checklist.pdf>

Risk assessment guidance <https://www.ucl.ac.uk/safety-services/a-z/risk-assessment>

RiskNET tools <https://www.ucl.ac.uk/safety-services/risknet>

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>

Additional information on research insurance <https://ethics.grad.ucl.ac.uk/uclinsurance.php>

British Foreign Commonwealth Office <https://www.gov.uk/foreign-travel-advice>

TravelHealthPro <https://travelhealthpro.org.uk/countries>

### Additional codes and guidance

Code of Practice for the Safety of Social Researchers <https://the-sra.org.uk/common/Uploaded%20files/SRA-safety-code-of-practice.pdf>

Global Code of Conduct for research in resource-poor overseas settings please see the <http://www.globalcodeofconduct.org/wp-content/uploads/2018/05/Global-Code-of-Conduct-Brochure.pdf>

Convention on Biological Diversity <https://www.cbd.int/>

The International Treaty on Plant Genetic Resources for Food and Agriculture <http://www.fao.org/plant-treaty/en/>

Export/Import of goods <https://www.gov.uk/guidance/export-and-import-licences-for-controlled-goods-and-trading-with-certain-countries>