Overseas Research Roadmap -May 2023

# How to use this Roadmap

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 Information”** –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 Material Information”** –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 guidance which is relevant to their specific project.

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# **Researcher Information**

Things researchers need to consider when they intend to work abroad, including health and safety, UK travel advice and insurance. These would generally apply to most researchers going abroad.

General points to consider:

* 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.
* 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 LGBTQ+ 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](https://the-sra.org.uk/common/Uploaded%20files/SRA-safety-code-of-practice.pdf).
* Does your research fall under the sensitive research criteria? Please see UCL definition of [Sensitive Research](http://www.ucl.ac.uk/research/integrity/sensitive-research).

For research in resource-poor overseas settings please see the [**Global Code of Conduct**](http://www.globalcodeofconduct.org/wp-content/uploads/2018/05/Global-Code-of-Conduct-Brochure.pdf)**.**

## Legal requirements

### 1.1.1 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.

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, jaywalking, etc. There may be serious penalties for breaking a law, including deportation or imprisonment.

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

### 1.1.2 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. Some countries **mandate** this, e.g. Tanzania.

#### Permit for field studies

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 licenses are required for [import](https://www.gov.uk/import-goods-into-uk) or [export](https://www.gov.uk/export-goods) of military, dual-use goods and technology, artworks, plants and animals, medicines and chemicals.

### 1.1.3 Visas

Do you need a travel visa? Is a research visa required in the country to conduct research? This is **different** from a tourist visa.

## Travel arrangements

### 1.2.1 Travel Policy

UCL provides a comprehensive [Travel Policy](https://www.ucl.ac.uk/commercial-procurement/ucl-community/travel/travel-policy), that outlines the principles to be followed, as well as responsibilities and incidence reporting. Please follow the guidance when planning your travel.

### 1.2.2 Risk and Safety

Have you thought about potential risks to you and your participants and how they will be managed?

[UCL Safety Services](https://www.ucl.ac.uk/safety-services) provide specific advice about [working off-site](https://www.ucl.ac.uk/safety-services/policies/2021/jan/site-working) and specifically about [Fieldwork](https://www.ucl.ac.uk/safety-services/policies/2022/oct/fieldwork).

Has your risk assessment been approved? –see [risk assessment](https://www.ucl.ac.uk/safety-services/policies/2022/nov/risk-assessment) and [RiskNET tools](https://www.ucl.ac.uk/safety-services/risknet). **Risk assessment is a legal requirement for all research**.

#### Safezone App

The [Safezone App](https://www.ucl.ac.uk/estates/our-services/security-ucl/staying-safe-ucl) can support students and staff, and help people keep in touch with UCL when they are travelling internationally and get assistance in emergencies.

#### Working abroad checklist

Please complete the [Working Abroad Checklist](https://www.ucl.ac.uk/safety-services/sites/safety-services/files/abroad-checklist.pdf) prepared by UCL Safety Services.

#### Lone-working

If a member of the research team (including staff, students, visitors and contractors ) will be working alone at any time during the research, such as visiting a participant’s home or other forms of lone data collection or working within laboratories, please follow the additional guidelines [for lone-working](https://www.ucl.ac.uk/safety-services/a-z/lone-working).

### 1.2.3 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. You may not be covered if going to your home country.

#### 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](https://www.ucl.ac.uk/staff/task/arrange-travel-insurance)? Have you registered your trip?

#### Equipment

Are you bringing any equipment that might need to be covered? –see UCL [Insurance Policies](https://www.ucl.ac.uk/finance/expenses-insurance/travel-advice/insurance-policies).

#### Research

Some types of studies require research insurance, e.g. some interventional and clinical studies. For more information see [Insurance and UCL Sponsored Studies](https://www.ucl.ac.uk/joint-research-office/new-studies/sponsorship-and-grant-submissions/insurance-and-ucl-sponsored-studies).

### 1.2.4 Travel Safety

Check the [British Foreign Commonwealth Office](https://www.gov.uk/foreign-travel-advice) 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](https://www.ucl.ac.uk/global/contact-us). Travel safety will be considered if you are applying for ethics approval.

Different levels of advice:

#### 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 undergraduate 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.

### 1.2.5 Health risks

Please check [TravelHeathPro](https://travelhealthpro.org.uk/countries) for information on potential health risks, including current outbreaks, food and water hygiene information.

#### Immunisations

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 personal health history

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 legislations or supply constraints, e.g. codeine containing drugs are banned in some countries. There may be serious penalties for breaking a law, including deportation or imprisonment.

## Local collaboration

### 1.3.1 Local contacts

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](https://www.ucl.ac.uk/global/contact-us).

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

For reviewing, advising on, drafting and negotiating research related agreements for and on behalf of UCL contact [Research and Innovation Services](https://www.ucl.ac.uk/research-innovation-services/).

### 1.3.2 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](http://www.globalcodeofconduct.org/wp-content/uploads/2018/05/Global-Code-of-Conduct-Brochure.pdf).

If you want to access such resources you need to comply with relevant regulations, find out more on research [integrity Access and Benefit Sharing](https://www.ucl.ac.uk/research/integrity/access-and-benefit-sharing-genetic-resources) webs.

### 1.3.3 Due diligence

Compliance and Assurance team is responsible for developing UCL's Due Diligence framework, and related procedures, guidance, and processes to ensure compliance with relevant laws and regulations. Find out more on [Compliance and Assurance webpage](https://www.ucl.ac.uk/research-innovation-services/compliance-and-assurance).

#### LMIC due diligence

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 [Global Research Funding](https://www.ucl.ac.uk/school-life-medical-sciences/about-slms/office-vice-provost-health/research-coordination-office/what-we-do/supporting-9).

## Publishing research

### 1.4.1 Publishing Risks

Are there any risk involved in publishing the results of the research? Consider if:

* The authors/ participants could be at risk of a backlash or personal attack from individuals or groups, such as activists or ‘hate’ groups., e.g. controversial topics.
* The results of research could be taken and used by others with the intent of causing harm, e.g. biomedical research being used to create biological weapons, technology used to restrict civil/ human rights or censorshipSee [UCL definition of sensitive research](https://www.ucl.ac.uk/research/integrity/sensitive-research) for more information.

### 1.4.2 Open access

Are you planning to publish your? See our [Open Access webpage](https://www.ucl.ac.uk/library/open-science-research-support/open-access) for guidance.

# Research Materials Information

Things to consider when working with specific sources of data or materials such as human participants, animals, biological materials and cultural artefacts.

General considerations:

* Do you need [material transfer agreement](https://www.ucl.ac.uk/research-innovation-services/contract-services/material-transfer-agreements-mta-guidance)?
* Do you need specific export/import permissions or licenses? [Compliance and Assurance](https://www.ucl.ac.uk/research-innovation-services/compliance-and-assurance)team offer guidance and support.
* Do you need to register your research, e.g. clinical trial registry?
* Check if there are any specific faculty/ departmental requirements, e.g.  [policy regarding the illicit trade in antiquities](https://www.ucl.ac.uk/archaeology/research/ethics/policy-regarding-illicit-trade-antiquities).

Find out more how [UCL manage collections](https://www.ucl.ac.uk/culture/collection-management).

## Human

### 2.1.1 Scope of research

This advice applies to studies with **human participants and the collection and/or study of data derived from human participants**:human tissue and bodily fluids, and human data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements).

#### Cultural Differences

* Are there any local cultural sensitivities that could affect the research, e.g. participant recruitment?
* What is important for the local participants?
* Do you have local support plan for the participants?
* Could your cultural norms affect the participants?

#### Safeguarding

Please see [UCL Safeguarding policy](https://www.ucl.ac.uk/human-resources/safeguarding-children-and-adults-risk-policy-and-procedure-staff-and-students) and [International Safeguarding Policy and Procedure.](https://www.ucl.ac.uk/human-resources/international-safeguarding-policy-and-procedure)

### 2.1.2 Children

Check what are the national legal regulations and ethical standards, including legal age of consent, or whether parental/guardian consent will be required e.g. UN Convention on the Rights of the Child defines a child as everyone under 18. For specific UCL ethics guidance see [Research with Children](https://www.ucl.ac.uk/research-ethics/guidance-applicants/research-children-and-young-people) and [UCL REC guidance note](https://www.ucl.ac.uk/research-ethics/sites/research_ethics/files/guidance1_0.pdf).

For specific guidance on data protection see [GDPR research with children](https://www.ucl.ac.uk/data-protection/guidance-staff-students-and-researchers/research/how/research-children).

#### Child Protection/Safeguarding

Please see [UCL Safeguarding policy](https://www.ucl.ac.uk/human-resources/safeguarding-children-and-adults-risk-policy-and-procedure-staff-and-students) and [International Safeguarding policy](https://www.ucl.ac.uk/human-resources/international-safeguarding-policy-and-procedure)

* Are there any potential differences in childcare and childrearing?
* What are the local legal requirements and policies? How are they enforced? Can this limit the confidentiality?
* Consider if your actions are likely to do any harm.

For more information see [UNICEF guidance](http://www.childethics.com/).

### 2.1.3 Ethics approval

UCL policy states that all research with human participants or using human data is expected to have ethical approvals conforming to UK’s **AND** the study country(ies) regulations. See more information [Research Conducted Overseas](https://www.ucl.ac.uk/research-ethics/ethical-approval/which-committee-do-i-apply).

#### UK Ethics Approval

Depending on the nature and location of your research you may need to apply for ethical approval from one or more ethics committees, including within UCL or external committees.

For more information on which ethics committee to apply to see [UCL Research Ethics webpages](https://www.ucl.ac.uk/research-ethics/ethical-approval/which-committee-do-i-apply).

#### Overseas Ethics Approval

Adhere to local ethical and legal requirements. This would generally mean obtaining approval from a local ethics committee or, if one does not exist, approval from the institution, hospital or facility where the researcher will be conducting the research. Some information can be found here: [International Compilation of Human Research Standards](http://www.hhs.gov/ohrp/international/intlcompilation/intlcompilation.html)

Please note that some countries require additional ‘Research Clearance’, this is not the same as ethics approval. See flowchart under ‘Legal Requirements’.

## 2.2 Animal

### 2.2.1 Legal requirements

Consider if there are different local legal requirements and permissions necessary to work with or access the animals, e.g. work with endangered species.

2.2.2 Ethical approval

You must notify your local Animal Welfare and Ethical Review Body (AWERB) in the UK, before you begin your research as you might require formal approval.

This is relevant for all types of research including:

* Import of animal tissues (e.g., blood samples and antibodies).
* Export of live animals.
* Collaborative studies, any aspect of which uses animals in a laboratory outside the UK.

For more information see [UCL Biological Services.](http://www.ucl.ac.uk/biological-services/)

### 2.2.3 Access and Benefit Sharing

Each country has rights over the genetic resources that exist within their country.  If you want to access such resources, you need to comply with relevant [Access and Benefit Sharing regulations.](https://www.ucl.ac.uk/research/integrity/access-and-benefit-sharing-genetic-resources)

## 2.3 Other Biological Material

### 2.3.1 Local legal requirements

Consider local legal requirements and permissions necessary to work with or access the materials: plants (work with endangered species?), microorganisms, etc.

### 2.3.2 Access and Benefit Sharing

Each country has rights over the genetic resources that exist within their country. If you want to access such resources, you need to comply with relevant [Access and Benefit Sharing regulations.](https://www.ucl.ac.uk/research/integrity/access-and-benefit-sharing-genetic-resources)

## 2.4 Other Material

### 2.4.1 Local legal requirements

Consider local legal requirements and permissions necessary to work with or access the materials – e.g. cultural artefacts, non-renewable resources such as minerals.

See [UCL policy on cultural property](https://www.ucl.ac.uk/archaeology/research/ethics/ucl-cultural-property-policy-guidelines).

## 2.5 Sensitive Research

Does your research fall under the sensitive research criteria, see [Definition of Sensitive Research](http://www.ucl.ac.uk/research/integrity/sensitive-research)? Research that is classed as ‘sensitive’ carries with it particular risks that need to be managed, with particular consideration being given to the potential consequences of these risks. This includes risks and consequences for:

* individual researchers;
* research participants;
* individuals, groups, communities connected either with the research participants or the research topic/focus;
* the reputation of UCL and its researchers.

## 2.6 Data Management

Have you checked data management requirements? Data management in research covers a wide area from the secure collection of data to the safe storage, stewardship and disposal of data, see [Research Data Management](http://www.ucl.ac.uk/library/research-support/research-data) webpages.

### 2.6.1 Data Management Plan

Do you have a [Data Management Plan](http://www.ucl.ac.uk/library/research-support/research-data/policies/writing_DMPlan)?

### 2.6.2 Data Protection

Will you collect any personal data? For personal data collected and stored outside of the UK, ensure that you comply with [local privacy legislation](https://www.dlapiperdataprotection.com/) (e.g. USA, Malaysia) and provide the same or equivalent safeguards as in the UK. Appropriate data safeguards include:

* Using anonymised data where possible.
* Applying security measures, e.g. encryption, access controls and locks.
* Minimising the data e.g. pseudonymisation.
* Not causing substantial damage or distress.
* Ensuring that the purpose of the study does not directly affect individuals.
* Having research ethics approval in place.

#### Registration

If you are going to collect personal data, register your study. See [Research Registration Guidance](https://www.ucl.ac.uk/data-protection/guidance-staff-students-and-researchers/research/research-registration-guidance)

#### Impact Assessment

Check if you need to fill in the Data Protection Impact Assessment, see [DPIA](https://www.ucl.ac.uk/data-protection/guidance-staff-students-and-researchers/practical-data-protection-guidance-notices/data-protection).

#### Transferring Data To/From Overseas

Will you be sharing personal data with colleagues outside of the UK or vice versa? Remember that data transfer also involves transient or unintentional transfers, where data is transferred to another recipient who is not the intended recipient. This happens when a website or web application being used (either to store or collect data) is based outside the UK –check terms and conditions. For transfers to other countries, safeguards must be put in place. See [Practical Data Protection Guidance Notices](https://www.ucl.ac.uk/data-protection/data-protection-guidance) for more information.

For more details and guidance note on applying these appropriate safeguards please see [UCL Data Protection.](https://www.ucl.ac.uk/data-protection/data-protection-0)

# Links

### 3.1 General UCL resources

1. Research Integrity website <http://www.ucl.ac.uk/research/integrity>
2. UCL definition of Sensitive Research <http://www.ucl.ac.uk/research/integrity/sensitive-research>
3. Access and Benefit Sharing, The Nagoya Protocol <https://www.ucl.ac.uk/research/integrity/access-and-benefit-sharing-genetic-resources>
4. UCL Cultural Property Policy <https://www.ucl.ac.uk/archaeology/research/ethics/ucl-cultural-property-policy-guidelines>
5. Policy regarding the illicit trade in antiquities <http://www.ucl.ac.uk/archaeology/research/ethics/policy_antiquities>
6. Museums & Collections home page <https://www.ucl.ac.uk/culture/collection-management>
7. Material and Transfer Agreements <https://www.ucl.ac.uk/research-innovation-services/contract-services/material-transfer-agreements-mta-guidance>
8. UCL's Global Engagement Office <https://www.ucl.ac.uk/global/contact-us>
9. Global Research Funding <https://www.ucl.ac.uk/school-life-medical-sciences/about-slms/office-vice-provost-health/research-coordination-office/what-we-do/supporting-9>
10. Open Access <https://www.ucl.ac.uk/library/open-access>
11. Research and Innovation Services <https://www.ucl.ac.uk/research-services/>
12. Compliance and Assurance teams <https://www.ucl.ac.uk/research-innovation-services/compliance-and-assurance>

### 3.2 Ethics information

1. UCL Research Ethics Committee <https://www.ucl.ac.uk/research-ethics>
2. Research Conducted Overseas <https://www.ucl.ac.uk/research-ethics/ethical-approval/which-committee-do-i-apply>
3. International Compilation of Human Research Standards <https://www.hhs.gov/ohrp/international/compilation-human-research-standards/index.html>

### 3.3 Data Management & Protection

1. Research Data Management webpages <https://www.ucl.ac.uk/library/open-science-research-support/research-data-management>
2. Data Management Plan <https://www.ucl.ac.uk/library/open-science-research-support/research-data-management/policies/writing-data-management-plan> UCL Data Protection <https://www.ucl.ac.uk/data-protection/>
3. Data protection Registration <https://www.ucl.ac.uk/data-protection/guidance-staff-students-and-researchers/research/research-registration-guidance> Data Protection Impact Assessment <https://www.ucl.ac.uk/data-protection/guidance-staff-students-and-researchers/practical-data-protection-guidance-notices/data-protection>
4. Practical Data Protection Guidance Notices <https://www.ucl.ac.uk/data-protection/data-protection-guidance>

### 3.4 Working with children

1. Research With Children And Young People <https://www.ucl.ac.uk/research-ethics/guidance-applicants/research-children-and-young-people>
2. UCL Research Ethics Committee Guidance Note 1: Research Involving Children <https://ethics.grad.ucl.ac.uk/forms/guidance1.pdf>
3. UCL Safeguarding Children and Adults at Risk Policy and Procedure <https://www.ucl.ac.uk/human-resources/safeguarding-children-and-adults-risk-policy-and-procedure-staff-and-students>
4. UCL International Safeguarding Policy and Procedure <https://www.ucl.ac.uk/human-resources/international-safeguarding-policy-and-procedure>
5. 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>
6. UNICEF Guidance on Ethical Research Involving Children (ERIC)  <https://childethics.com/>

### 3.5 Working with animals

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

### 3.6 Travel arrangements

1. UCL Travel Policy <https://www.ucl.ac.uk/commercial-procurement/ucl-community/travel/travel-policy>
2. UCL Safety Services <https://www.ucl.ac.uk/safety-services>
3. Off-site Working <https://www.ucl.ac.uk/safety-services/policies/2021/jan/site-working>
4. Working Abroad Checklist <https://www.ucl.ac.uk/safety-services/sites/safety-services/files/abroad-checklist.pdf>
5. Risk assessment guidance <https://www.ucl.ac.uk/safety-services/policies/2022/nov/risk-assessment>
6. RiskNET tools <https://www.ucl.ac.uk/safety-services/risknet>
7. Lone Working <https://www.ucl.ac.uk/safety-services/a-z/lone-working>
8. UCL Insurance Services <https://www.ucl.ac.uk/finance/expenses-insurance/travel-ucl-business>
9. Additional information on research insurance <https://www.ucl.ac.uk/joint-research-office/new-studies/sponsorship-and-grant-submissions/insurance-and-ucl-sponsored-studies>
10. British Foreign Commonwealth Office <https://www.gov.uk/foreign-travel-advice>
11. TravelHeathPro <https://travelhealthpro.org.uk/countries>

### 3.7 Additional codes and guidance

1. Code of Practice for the Safety of Social Researchers <https://the-sra.org.uk/common/Uploaded%20files/SRA-safety-code-of-practice.pdf>
2. 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>
3. Import of goods from the UK <https://www.gov.uk/import-goods-into-uk>
4. Export of good from the UK <https://www.gov.uk/export-goods>