



## **Guidelines for Faculty and Graduate Students Working Outside the United States**

The university recognizes the need of faculty and graduate students to conduct research or participate in academic endeavors globally, that these engagements may go on for months, and that these faculty and graduate students may be receiving either salaries or fellowships from the university when they engage in these activities. This document provides guidance for when such non-domestic activities may be undertaken without first being approved through the HR International Engagement Request process.

The following activities are exempt from HR [International Engagement Request](#) guidelines for employees outside the U.S.:

- Faculty who are on sabbatical or leave for no more than one year to conduct research and who may be receiving salary and/or benefits from the university, or 9-month faculty who are conducting research during the summer that is not part of a summer appointment;
- Faculty or graduate students who have received external funding to a level of their current salary or stipend to engage in work unsupervised by the university, including turn-key arrangements in which external funding is received along with some aspect of GW salary or stipend;
- Graduate students who have been approved to conduct research abroad, where a determination has been made that conducting research abroad is essential;
- Faculty and graduate students who are outside the country but teaching for GW (either online or in person) for less than 180 days;
- Faculty or graduate students whose work is conducted entirely within a U.S. embassy or military base abroad;
- Activities listed in the International Engagement Request guidelines, including short-term overseas business trips by GW staff and faculty such as to attend academic or other conferences, to conduct recruiting activities, to carry out other routine short-term university business, or engagement for one-time services, such as translation services or academic talks.

The following activities are not exempt from HR [International Engagement Request](#) guidelines for employees on assignment outside the U.S.:

- Faculty (and graduate students) who are outside the U.S. but teaching for GW (either online or in person) for more than 180 days;
- Faculty (and graduate students) who are domiciled in another country<sup>1</sup>;
- Faculty or graduate students who wish to engage in paid work or whose research project involves the lease of space, the creation of a bank account, the generation of income, or the hire of employees in a foreign country.

Faculty and graduate students remain subject to GW Policies, U.S. and foreign country laws, and terms and conditions of any federal or other funding. Any questions regarding potential research funding requirements on international work should be directed to the appropriate [Research Administration Pod](#). **Even if international work is permitted by GW, faculty and graduate students may have personal tax, immigration, and legal considerations and are responsible for obtaining their own tax and legal counsel.**

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<sup>1</sup> Domicile refers to the country in which a person has a fixed, permanent and principal home.