

Remote Work from Outside of the United States or from a U.S. Territory Review/Approval Process for OVPR and OVPR Units

Per University of Michigan policy (SPG 201.05-1), except in limited circumstances remote work from outside of the U.S. or from a U.S. Territory is not permitted. In evaluating whether such limited circumstances exist, consideration will be given to, among other factors:

- Compelling university business need.
- The ability to avoid or mitigate legal, tax and compliance risks.
- The duration of the remote work agreement.

Requests to work outside of the U.S. or from a U.S. Territory are subject to review and approval by the unit and central administration (specifically, OVPR, the Office of General Counsel, the Tax Department, Export Controls, the International Center, and University HR or Academic HR).

Requests for remote work outside of the U.S. or from a U.S. Territory must be submitted to the OVPR HR group (UMOR.HR.Team@umich.edu). OVPR HR will seek review and approval by OVPR leadership. If OVPR approves the request, then OVPR HR will facilitate review by the other University offices listed above.

In order to initiate a request, please provide the business purpose/business case associated with the individual's work from an international location. Provide a detailed response to each of these considerations:

1. Name of the individual requesting approval along with unqname and appointing unit.
2. Reason for the request (including business purpose).
3. Remote work location(s) City, State/Province, and Country.
4. Duration of remote work (e.g. number of weeks or months)
5. What is the employee's citizenship? If dual citizenship, please name the countries and provide which is the dominant residence.
6. How long will the employee stay in the country, from arrival to departure?
7. Any prior trips to the country in the past 12 months? If yes, how many and how long was the employee there?
8. Will the employee collaborate with other researchers or perform any non U-M work? If yes, please explain.
9. Will the unit reimburse the employee for any expenses and, if so, what type of expenses?
10. Will the employee take any university equipment (e.g. laptop)?
11. Is there any specialized software that would be used?
12. If known, provide the type of data the employee may need access to, if any of the data is export controlled, if the employee is/will be

paid from any sponsored research accounts or is working on any sponsored research. If yes, provide the Project/Grant number(s) and provide the project award notice [AWD#](#).