

International Activity Questionnaire

Initiating or expanding a program in another country requires considerable preparation and organization that often involves unfamiliar laws, regulations and tax considerations. Providing the information below will help identify University or outside resources needed in the preparation process and structuring of your activity.

Operating in a foreign country without the proper tax, legal, educational or administrative advance registrations, depending on the country or the program involved, may put the University at financial and reputational risk and could put the future of international programs in jeopardy.

This Questionnaire is designed to identify the potential risk exposure areas for a particular foreign program. Ideally, this questionnaire should be completed in the planning stages of a foreign program and before foreign activity begins.

1. In what country is the activity/program being offered? (Note: Is the country in which the activity/program is taking place on an export control list or anti-boycott list and/or have OFAC sanctions?)

2. Please provide a general description of the program or activity?

3. Will the program be a collaboration with an education, business, or healthcare entity in the foreign country? YES NO
If yes, is there an agreement or MOU? YES NO

4. What is the scheduled duration?

5. Will Penn U.S. Faculty, Staff, and/or Students be present in the foreign country? YES NO
If yes, what is the approximate number of days?

6. Will there be a need to engage any external individuals as either employees or independent contractors in the foreign country? YES NO
Additional Notes/Comments:

7. Is this a research project? YES NO

Additional Notes/Comments:

8. Who is funding the activity/program?

9. Are there clinical activities involved? YES NO

Additional Notes/Comments:

10. Will the program generate revenue? YES NO

If yes, describe the payment.

If yes, will the payments be made in the foreign country or in the US?

11. Will any of the following be needed in country:

Payments	YES	NO
Receipts	YES	NO
Bank Accounts	YES	NO
Office space for more than 90 days	YES	NO
Lab space for more than 90 days	YES	NO
Living space for more than 90 days	YES	NO
Equipment	YES	NO