

**Graduate Research Assistant International Remote Research Request**

The intention of this form is to inform all stakeholders of a graduate student's travel while supported by a funding source. The Graduate Director and/or Principal Investigator must complete this form and submit it to the appropriate departments for review. Once all sections are completed and reviewed, the form should be sent to the graduate director, college dean, dean of the graduate school, and university provost, in that order. The form cannot be accepted if any relevant information is missing.

**ALL FIELDS MUST BE COMPLETED**

**Student Name:**

**Student UID:**

**Supervisor Name:**

**Department:**

**Program Name:**

**Degree:**

**Form Submitted By:**

**Date Submitted:**

Remote GRA Dates – start date must be entered. If you do not know when the student will return to campus or when the remote GRA research will end, you may leave this blank and contact us when the student returns or is no longer in the GRA position.

**Start Date:**

**End Date:**

Address where research will be completed:

**Street Address:**

**Town/City:**

**County:**

**State/Country:**

**Zip/Postal Code:**

**Reason for Request:**

## RIT Office Review Workflow

### 1. Funding source review by [Sponsored Research Services \(SRS\)](#) or [University Advancement](#)

Research Project/Grant Name:

Grant Funding Source (i.e., PLIG, NSF, NIH, etc.):

Principal Investigator (PI):

Oracle Project Code (if applicable):

Is student working with Controlled Unclassified Information (CUI):                      Yes                      No

Office Acknowledgment:

Grant Restrictions:

### 2. [Office of Compliance and Ethics \(OCE\)](#)

If research is externally funded has it been deemed to be export controlled?                      Yes                      No

Is research information proprietary or include RIT Private or Confidential data?                      Yes                      No

How will data be transported/accessed/transferred between locations (e.g., VPN, shared drive, e-mail, third party server)?

Will student be collaborating with anyone other than an RIT faculty member/advisor?                      Yes                      No

Will student be using any items of US origin given to them by RIT to further their research? If yes, please explain:                      Yes                      No

For internally funded research provide a description of the purpose of the research and any technology being utilized, including whether the technology is publicly available:

OCE Acknowledgment:

OCE Comments:

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Graduate Director/PI review:

College Dean review:

Associate Provost and Dean,  
Graduate School review:

Provost review:

Please send this completed form to: [studentemployment@rit.edu](mailto:studentemployment@rit.edu)