

## COLBY COLLEGE GRANT PROPOSAL ENDORSEMENT GUIDELINES FOR GRANTS INVOLVING RESEARCH OR WORK IN FOREIGN COUNTRIES

Colby College encourages and supports faculty members who wish to apply for research grants in a foreign country or countries. Grants involving research in foreign countries provide obvious benefits to the College, including opportunities for students to be involved in important global research projects in a venue outside of the United States.

Research or work in a foreign country often involves additional responsibilities and potential liabilities different from those encountered in the United States that may affect the College and the grant's Project Director or Principal Investigator. This document provides information that identifies some of these additional responsibilities and potential liabilities, and sets forth guidelines that are to be followed to reduce liability risks.

### Issues Relating to Faculty and Students

Faculty involved in foreign grant research and students who are working with a faculty member as paid research assistants will be covered by Colby's foreign liability insurance policy and workers' compensation insurance policy. Students who are not paid but are accompanying a faculty member on college business (e.g., conferences, symposia) at Colby's expense are not covered under Colby's liability insurance. Students who are not paid research assistants are not covered by Colby's insurance, and should be advised to check with their personal or family general liability and automobile insurers to make sure that those policies provide coverage for acts occurring in a foreign country. See Appendix A for additional student insurance information.

Regardless of employment location, students must be paid consistent with Colby's policies and procedures, which are designed to comply with employment laws of the United States. (For example, students must be paid on an hourly basis for all work; students are not eligible to be paid salaries or "stipends" in lieu of an hourly wage). Students who are paid for their work on a grant are protected by Maine and United States law against employment discrimination. Paid students may also be protected by the foreign country's labor and employment laws, which may provide additional protections above those provided by Maine and federal law. Faculty and employed students are also subject to the foreign country's immigration laws pertaining to in-country employment. In addition, faculty and employed students may be subject to the foreign country's laws regarding income or other taxation. The Project Director/Principal Investigator on the grant should obtain advice from legal counsel in the foreign country so as to understand and comply with that country's employment, tax and immigration laws. The cost of retaining counsel should be included in the grant proposal, and is not paid for by the College.

#### Extended Personnel Support

Some grants involve extended personnel support in the foreign country. These extended personnel situations often raise complicated employment law, immigration, tax, workers' compensation, insurance, and liability issues. Colby College will not directly employ full-time or part-time employees in support of grants for research in foreign countries. Project Directors/Principal Investigators whose grants require extended personnel support in a foreign country should retain the services of an independent

contractor in that foreign country, either through another American educational institution performing grant research in the foreign country, through an educational institution located in the foreign country, or through an in-country employment agency. Seeking advice from legal counsel is recommended when the grant requires extended personnel services in the foreign country. The cost of retaining counsel for this purpose should be included in the grant proposal, and is not paid for by the College.

#### Use of Vehicles in a Foreign Country

A grant for research in a foreign country may also require regular use of a motor vehicle. Arranging for the use of motor vehicles in the foreign country is the responsibility of the Project Director/Principal Investigator. Colby College will not purchase vehicles in a foreign country in support of a grant. The College recommends that the Project Director/Principal Investigator rent or lease the vehicle(s) from an in-country agency which registers, maintains and insures the vehicle(s). Individual vehicle insurance is highly recommended, and may be required, for all drivers. If students will be operating the vehicle(s), the Project Director/Principal Investigator should advise them to confirm that their automobile insurance policies in the United States will provide coverage in the foreign country. The Project Director/Principal Investigator should consult with legal counsel in the foreign country concerning motor vehicle and licensing laws. The cost of retaining counsel should be included in the grant proposal. All costs associated with renting or leasing vehicles, insuring drivers, and working with legal counsel for these purposes should also be included in the grant proposal, and are not paid for by the College.

## Appendix A: Travel Insurance Recommendations for Students Traveling Abroad

Colby College does not provide for any travel insurance for students studying abroad. However, the College highly recommends that, in addition to students' primary insurance, all students studying and travelling abroad on both Colby and non-Colby programs or with a Colby faculty member in an unpaid capacity purchase supplementary travel insurance through iNext. Students can purchase an iNext card on-line at [www.iNext.com](http://www.iNext.com). Simply create an account online and follow the prompts to select the level of coverage, complete your profile, upload a digital photograph, and make your purchase. A card will be sent to you the following business day. A confirmation of insurance can be printed directly from the iNext website.

This supplementary insurance offers benefits such as accident and sickness expenses, emergency medical transportation, 24-hour medical, legal and travel assistance, travel document replacement, and student discounts. Three plans are offered, varying in cost from \$25 - \$85 for one year of coverage. It is important to understand that, as with any travel insurance policy, this coverage is secondary to primary medical coverage and certain exclusions may apply.

If you have any questions about the iNext travel insurance coverage or how to purchase a card online, please feel free to contact Laurie Duston, iNext manager, via telephone or email.

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