
International Staffing Questionnaire

This form must be completed by any Dartmouth College department that wishes to engage an individual to perform services in a location outside of the United States. Once completed, this form should be sent to Controllers.Office@dartmouth.edu

Request Details

Name of Person Requesting: _____

Requestor's Position Title: _____

Requestor's Department: _____

Requestor's Phone Number: _____

International Services Request Details

The work:

Location of proposed work (please provide full physical address including country):

Indicate the type of physical location: Residence Business

Will there be travel to other any locations within or outside of the US to complete the work?

No Yes If yes, please provide additional information:

Reason for request for work to be done outside of United States:

Type and scope of proposed work (activities, duties or responsibilities of this position):

Proposed Start Date of work outside of US:

Is start date flexible? No Yes If yes, please provide additional information.

Time frame of proposed work outside of US, and likelihood of time frame being extended:

Dartmouth person/position responsible for oversight of proposed work:

Does the work/project have any local partners, NGO, subcontractors, or any other partners?

No Yes If yes, please identify the organizations and their role:

Can the work be done within the US? No Yes

Can the work be performed through a partner/other entity in the Non-US location? No Yes

Does this activity involve human subjects? No Yes

Will this individual be collecting personally identifiable data? No Yes

Does this work involve intellectual property rights? No Yes

Is there a position description, statement of work, or draft contract? No Yes*

**If yes, please attach when submitting this completed form.*

Does this request have the support of Division Leadership? No Yes* Unknown

*If yes, please indicate Division Leader:

Property/Equipment:

Will individual be importing/exporting:

Biological/chemical samples? No Yes Technology? No Yes

Scientific equipment/artifacts? No Yes

If yes, please explain:

Will individual require the College to provide:

- | | | | | | |
|---------------|-----------------------------|------------------------------|------------|-----------------------------|------------------------------|
| Office space? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | Lab space? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Vehicles? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | Computers? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Housing? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | Phones? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Equipment? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | Other? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

If 'yes' or 'other', please explain:

Funding/Costs:

Describe and provide expected costs to be incurred (travel, wages, housing, medical, materials/equipment, etc.) by Dartmouth College to support the proposed work:

What is the funding source?

The person/people:

Has an individual candidate been identified for this proposed role? No Yes

If yes:

Please state candidate's full name: _____

Is this a current employee of the college? No Yes Not Applicable

Is this person a: U.S. citizen

Citizen of the country where work will be performed

Citizen of another country: _____

Provide supporting information on why this individual is the only or best choice for this work:

For internal use only:

Date request received: _____

Initially reviewed by: _____

Date of conference call: _____

Subject matter experts involved: _____

Final Decision: _____

Date requestor notified of decision: _____

Form last updated: October 18, 2018