

Cooperative Extension Procedures for International Work

The procedures recommended in this document apply to Extension professionals working in other countries and hosting or working with international visitors in Wisconsin.

Categories of international work:

1. The work is a professional development opportunity for the individual or the institution.
2. The work is an extension of the individual's current programming.
3. The individual is doing the work because he/she is an Extension professional and offers a broad range of expertise. In this category the individual may be: teaching, consulting, developing extension services or extension-like processes and systems, facilitating.
4. The individual is conducting scholarly work that furthers the goals of Cooperative Extension or UW-Extension.

Protocol for Development of International Commitments

1. No verbal or written commitments should be made on behalf of UW-Extension without prior written approval of the dean/director.
2. International grants and contracts are subject to the same UW-Extension rules as other grants and contracts. Signatures of program area, divisional and institution are required.
3. The individual's program leader should provide primary guidance in the grant and contract process. In the case of cross-program projects, the respective program leaders should communicate about the project and provide guidance together.
4. Colleagues should discuss international opportunities with the county department head or the unit manager, the district director, and the program leader or the dean (if the individual does not have a program area affiliation) immediately after initial consideration of the opportunity.
5. An approved UW-Extension Request for Out of State Travel is required for international travel if any university resources are being used (including work time). This form can be obtained from any of the district offices or the Dean's Office. To request a form from the Dean's Office, please contact Virginia Nachreiner at (608) 263-1096.

The Request must be signed by the department head (for county-based faculty and academic staff) or the program leader (for nonintegrated statewide faculty and academic staff) before it is sent to the Dean for signature. Written approval of the district director, program leader and the Extension Committee or appropriate county representative must be attached to the Request for Out of State Travel. A description of the project and budget information (see #6 below) also must be attached to the form. After the Dean signs the request, it will be forwarded to the vice chancellor. Copies of the form with attachments will be sent to individual and will be filed in the individual's official personnel file.

6. As soon as there are details for the international opportunity (work in another country or hosting foreign visitors), the individual should prepare a document that outlines the following information. This document should be used as the primary means of informing department heads, district directors, program leaders, the dean, and others of the details of the proposed project. It should be attached to the Request for Out of State Travel.
 - ◆ Detailed description of the project and the anticipated role of the participating individuals
 - ◆ Reasons for UW-Extension individuals to participate in this project (applicable categories of work, see above)
 - ◆ Description of and purpose for the commitment of other UW-Extension staff resources (colleagues committed in the future, production of materials, need for physical facilities, etc.) that this project will require.
 - ◆ Description of the additional external partnerships that will need to be developed
 - ◆ Description of expected outcomes (products or impacts) of the project
 - ◆ Proposed start and end dates of the project and proposed timeline of significant activities and events (travel dates, proposal and report deadlines, payments, visits of international partners to Wisconsin, etc.). Outline days taken as work time and vacation time.
 - ◆ Proposed budget, including detailed list of items, contributions of UW-Extension (include in-kind contributions such as work time to be used, vacation time, facilities, professional development funds, etc.) and contributions of partners.
 - ◆ Does the program generate revenue? If so, describe.
 - ◆ Are state and/or federal funding supporting the program?
 - ◆ Do special requirements or restrictions apply (funding sources may have requirements or restrictions)?
7. The program leader will advise on appropriate communication with the dean/director when a grant or contract is involved.

Responsibilities of UW-Extension and the individual doing international work:

1. University liability insurance covers individuals when they travel on work time. Information about special travelers' insurance will be sent to the traveler after the Out of State Travel form has been processed. Medical and evacuation insurance is the individual responsibility of those traveling on personal business.
2. Individuals are personally responsible for making all travel arrangements (airline tickets, travel itineraries, hotel accommodations, land transportation, passports and visas, medical preparations and certifications, and reviewing foreign travel advisories from the Department of State, etc.), unless the program is being coordinated by UW-Extension, in which case some or all of these arrangements may be made by the organizing office.
3. If the individual is traveling on university work time, the most current itineraries (including telephone numbers of foreign hosts and U.S. family) should be left in his/her home office.
5. Upon return, the individual will submit a report of the international experience to all those who provided approval (department head, district director, county Extension committee and program leader or the dean/director). If the sponsoring agency issued a final report, that also should be submitted.