ASU Ira A. Fulton Schools of Engineering — Arizona State University

Domestic Remote Work Questionnaire

Name of RA Reviewer:	Name of IT Reviewer:
Date RA Approved: RA Notes:	Date IT Approved: IT Notes:

Purpose

This document includes a questionnaire to assist in determining if a domestic remote work arrangement is in the best interest of the educational institution and the research activities to be completed remotely.

Scope

The scope includes faculty, academic professionals, postdocs, graduate students, and university staff who are requesting authorization to work remotely within a United States location.

Responsibilities

Support Team:

Principal Investigator: Provide current CV and complete Attachment A and return to the RA Team for review.

RA Team: Review source of funding and make a determination if any sponsor restrictions apply.

IT Team (e.g., individual IT unit): Review for any potential conflicts involving data regulations and restrictions.

HR Team: Store this questionnaire with personnel file for individual considering remote work.

Complete Attachment A and return to the IT Team for review.

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ATTACHMENT A

The information referenced in Attachment A must be collected and stored in DocuWare.

1. Name of individual considering remote work: _____
2. What is their job title (e.g. Post Doc): _____
3. Domestic location where work is to be performed: _____
4. ASU Department/Unit: _____
5. Name of Supervisor: _____
6. Principal Investigator (PI): _____
7. Resume or vita of individual provided?
8. Is the individual working or collaborating with another institution?_____
   a. If Yes, provide the name of the institution: _____
9. Will the applicant participate in sponsored research? _____

   If yes, please fill out the table below:

ASU Account Number	ASU Proposal Number	ASU Principal Investigator	Funding Source/ Sponsor Name	Brief description of job duties

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10. Reason for remote work request status: _____-

11. Time frame of Performance for work to be performed remotely: _____

12. Benefit to project or department/unit:_____

13. Will individual collect data in the domestic location?
    a. If yes, is the data collection in person?
        i. If Yes, provide a copy of the institutional authorization.

14. Is Data in Public Domain (e.g. public data that is not personal data (PII)):?

    a. If no, please explain the type of data being collected.

15. Will the employee be using an ASU provided computer?

    a. If yes, please connect to VPN **always** to ensure data safety. Complete an off campus computer loan form.

    b. If not, does the individual need an ASU loaned computer?

16. Can Employee use VPN for working with ASU systems and data?

17. How will VPN usage be monitored?_____

18. How will work be supervised?_____

19. Employee has an ASU encrypted system to access any data that is being stored locally.
    a. If no, can the employee work on a remote system and remote desktop into the encrypted system?

20. Are there appropriate measures in place to safeguard data and work product?
    a. If Yes, explain: