

# Electronic Foreign Travel Request System

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*User's Manual*

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## Overview

The electronic Foreign Travel Request system (eFTR) allows department and OGM staff to monitor the status of their foreign travel requests.

## Logging In



Figure 1. The eFTR login page

To log in, use your Net ID and password.

## Home Screen

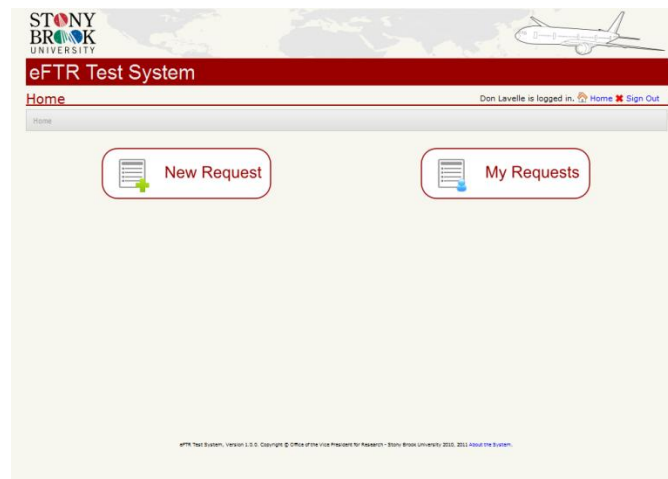


Figure 2. The eFTR home page

After logging in, click the **New Request** button to initiate a new travel request or click the **My Requests** button to view previous requests linked to your name.

## Logging Out

If you are working from a computer that may be used by others, you should log out of the eFTR system by clicking on the **Sign Out** link in the upper-right hand corner.

## Departmental Staff and Faculty

### Overview

When working on a foreign travel request in the eFTR system, you can use the **Basic Information**, **Travel Items** and **Submit** tabs to navigate from between the different sections of the request.

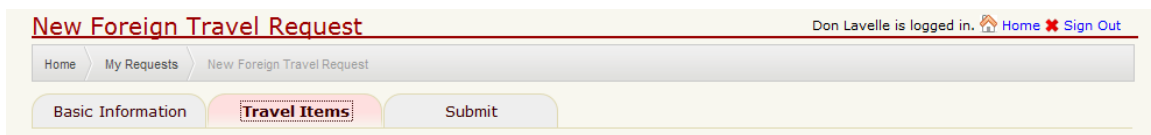


Figure 3. Tabs for navigating between sections of form.

You can also use the **Save and Go Back** and **Save and Continue** if you wish to save while navigating between sections.



Figure 4. Buttons for saving while navigating between sections.

## My Requests List Page

The **My Requests List** page lists all of the previous requests linked to your name, whether you are the request initiator, the traveler or the project director. You may view or edit by clicking on the links to the right of the foreign travel request number.

**STONY BROOK UNIVERSITY**  
**eFTR Test System**

My Requests Don Lavelle is logged in. Home Sign Out

Home My Requests

Status: (all) Destination: Participant Name: Go 20 results per page results 1-3

Start Date: Not Before End Date: Not After

My Role: ☒ Request Initiator ☒ Traveler ☒ Project Director

FTR #	Status	Traveler	Project Director	Destination	Start Date	End Date
1001 (View)	Closed	Lavelle, Don Lawrence	Kelly, Charise	Sweden	10/30/2011	11/05/2011
1007 (View)	OGM Approval	Rangwala, Adnan	Scarola, Joseph	Canada	11/28/2011	11/30/2011
1014 (View   Edit)	Initial Entry	Alomar, Dawn	Kelly, Charise	United Kingdom	12/04/2011	12/10/2011

eFTR Test System, Version 1.0.0. Copyright © Office of the Vice President for Research - Stony Brook University 2010, 2011 About the System.

Figure 5. The "My Requests" page.

## Filtering Your Requests

If your request list is very long, you can filter the requests in the list by status, destination, start date, and end date by entering data in the appropriate field and pressing the **Go** button. You can change the sort column and sort order by clicking on the little triangles next to each column heading. You can also change the number of requests listed at a time and move to the next set of requests.

## Initiating a Request and Routing to the Traveler

### Basic Information

**New Foreign Travel Request** Don Lavelle is logged in. Home Sign Out

Home My Requests New Foreign Travel Request

**Basic Information** Travel Items Submit

Figure 6. The "Basic Information" section of the new foreign travel request page.

The **Basic Information** tab allows you to complete information related to the traveler, project director, trip and Research Foundation award(s) to support the cost of the travel.

## Participants

**Traveler Information**

Name:

E-Mail:

Department:

Phone:

**Project Director Information**

Name:

E-Mail:

Department:

Phone:

Figure 7. Inputs for the traveler and the project director.

When you entering a portion of the traveler's or the project director's name, the system will look for a match. If a single match is found, the e-mail, department and phone number for that person are automatically populated.

**Traveler Information**

Name:

E-Mail:

Department:

Phone:

**Project Director Information**

Name:

E-Mail:

Department:

Phone:

Figure 8. Inputs for traveler automatically populated based on name.

If there are multiple matches, the system presents you with an option to pick one person from among the matches.

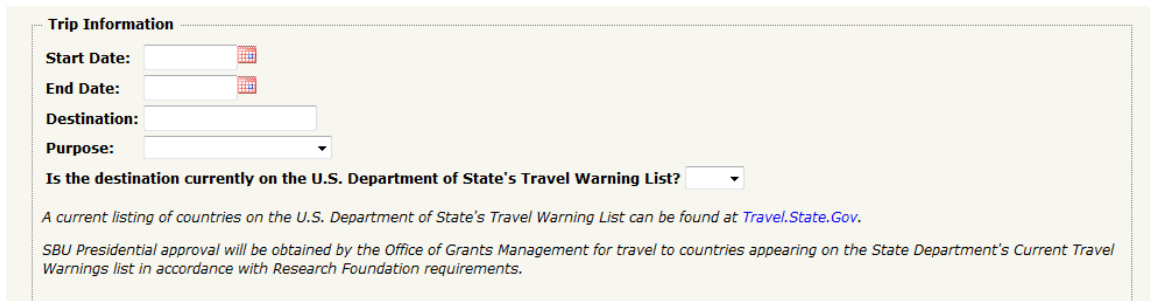
Name:

Records 1 - 8

Select	Name	Department
<a href="#">Select</a>	Scarola, Alyssa Michele	
<a href="#">Select</a>	Scarola, Chris Dominick	
<a href="#">Select</a>	Scarola, Joseph	Computer Science
<a href="#">Select</a>	Scarola, Marie R.	AICU
<a href="#">Select</a>	Scarola, Marissa Anne	
<a href="#">Select</a>	Scarola, Michael Paul	
<a href="#">Select</a>	Scarola, Theresa A	

Figure 9. Person selector dialog box for multiple results.

## Trip Information and the Department of State Travel Warning List



The screenshot shows a form titled "Trip Information" with the following fields: "Start Date:" with a calendar icon, "End Date:" with a calendar icon, "Destination:" with a text input field, "Purpose:" with a dropdown menu, and "Is the destination currently on the U.S. Department of State's Travel Warning List?" with a dropdown menu. Below the form, there is a link to [Travel.State.Gov](http://Travel.State.Gov) and a note about SBU Presidential approval.

**Trip Information**

Start Date:

End Date:

Destination:

Purpose:

Is the destination currently on the U.S. Department of State's Travel Warning List?

A current listing of countries on the U.S. Department of State's Travel Warning List can be found at [Travel.State.Gov](http://Travel.State.Gov).

SBU Presidential approval will be obtained by the Office of Grants Management for travel to countries appearing on the State Department's Current Travel Warnings list in accordance with Research Foundation requirements.

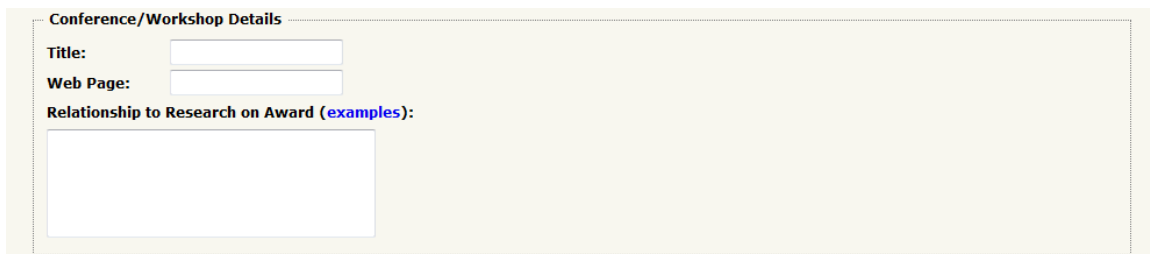
Figure 10. Inputs for trip information.

Trip information requires the request initiator to enter the start date, end date and destination of travel. A drop down list is provided for the purpose. Additional fields appear for each purpose selected.

A drop down box is provided to indicate whether the destination country appears on the Department of State's Travel Warnings list. To make this determination, click on the link [Travel.State.Gov](http://Travel.State.Gov).

This conforms with The Research Foundation of SUNY's policy requiring prior approval from the campus Operations Manager and President for trips to countries appearing on the U.S. Department of State's Travel Warnings List.

## Conference/Workshop Details



The screenshot shows a form titled "Conference/Workshop Details" with the following fields: "Title:" with a text input field, "Web Page:" with a text input field, and "Relationship to Research on Award (examples):" with a text input field.

**Conference/Workshop Details**

Title:

Web Page:

Relationship to Research on Award (examples):

Figure 11. Inputs for conference or workshop details.



## Collaboration Details

**Collaboration Details**

**Collaboration Details:**

**Relationship to Research on Award (examples):**

Figure 12. Inputs for collaboration details.

## Other Purpose Details

**Other Purpose Details**

**Nature of Travel:**

**Relationship to Research on Award (examples):**

Figure 13. Inputs for other purpose details.

## Research Foundation Awards

**Research Foundation Award(s)**

**Will the travel be paid for using Research Foundation funds?** ▼

**Project Number** **Task Number** **Award Number**

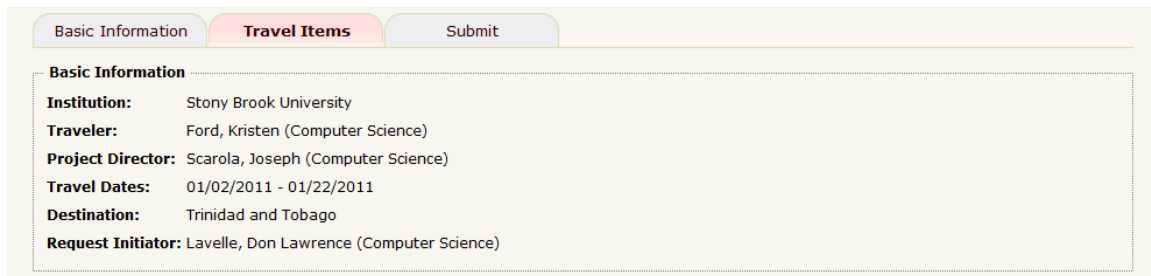
**Add Award**

*Federal awards require use of American air carriers.*

Figure 14. Inputs for Research Foundation awards.

## Travel Items

In compliance with federal export control laws, the **Travel Items** tab allows the request initiator to document the devices that the traveler will carry with him/her. This conforms with U.S. Export Control laws requiring that all license exemptions/exceptions be documented and records retained for a period of five years. For reference, basic information is displayed on this tab.



The screenshot shows a web interface with three tabs: "Basic Information", "Travel Items" (which is selected and highlighted in red), and "Submit". Below the tabs is a section titled "Basic Information" containing a summary of the following data:

<b>Institution:</b>	Stony Brook University
<b>Traveler:</b>	Ford, Kristen (Computer Science)
<b>Project Director:</b>	Scarola, Joseph (Computer Science)
<b>Travel Dates:</b>	01/02/2011 - 01/22/2011
<b>Destination:</b>	Trinidad and Tobago
<b>Request Initiator:</b>	Lavelle, Don Lawrence (Computer Science)

Figure 15. Travel items tab selected with basic information summary.

## Devices (Tools of the Trade)



The screenshot shows the "Devices (Tools of the Trade)" section. It begins with the question: "Will the traveler be taking any Research Foundation-owned 'tools of the trade', such as laptops, cell phones, PDAs, or data storage devices?". A dropdown menu is set to "Yes". Below this, it says "Please provide the following for each item:" followed by a table with four columns: "Item", "Brand", "Model", and "Serial Number".

Item	Brand	Model	Serial Number
✖ Laptop	Apple	MacBook Pro	12345

Below the table are two buttons: "Add Another Device" and "Previous Devices". At the bottom, there is a definition of "Tools of the trade" as commodities and software that are:

- Owned by the individual exporter (U.S. principal party in interest) or exporting company.
- Accompanying the individual exporter (U.S. principal party in interest), employee, or representative of the exporting company.
- Necessary and appropriate and intended for the personal and/or business use of the individual exporter (U.S. principal party in interest), employee, or representative of the company or business.
- Not for sale.
- Returned to the United States no later than 1 year from the date of export.

Figure 16. Inputs for devices or tools of the trade.

## Previous Devices for Traveler

When filling out a request for a specific traveler, if you have both been participants in a previous request that has already been submitted to OGM, you'll be able to see any devices that the traveler has brought on previous travel. Devices listed on the most recent travel request to be submitted to OGM will be automatically added to any new requests for that traveler.

**Devices (Tools of the Trade)**

Will the traveler be taking any Research Foundation-owned "tools of the trade", such as laptops, cell phones, PDAs, or data storage devices?

Yes ▾

Please provide the following for each item:

Item	Brand	Model	Serial Number
<input type="checkbox"/>			
<input checked="" type="checkbox"/> Laptop	Apple	MacBook Pro	12345
<input checked="" type="checkbox"/> Cell Phone	Apple	iPhone	67890
<input checked="" type="checkbox"/> Thumb Drive	SanDisk	Cruzer	24680

[Add Another Device](#) [Previous Devices](#)

*Tools of the trade are commodities and software that are:*

- Owned by the individual exporter (U.S. principal party in interest) or exporting company.
- Accompanying the individual exporter (U.S. principal party in interest), employee, or representative of the exporting company.
- Necessary and appropriate and intended for the personal and/or business use of the individual exporter (U.S. principal party in interest), employee, or representative of the company or business.
- Not for sale.
- Returned to the United States no later than 1 year from the date of export.

Figure 17. Devices listed in previous foreign travel requests automatically reused in a subsequent request.

Older devices will be available by pressing the **Previous Devices** button.

**Devices (Tools of the Trade)**

Will the traveler be taking any Research Foundation-owned "tools of the trade", such as laptops, cell phones, PDAs, or data storage devices?

Yes ▾

Please provide the following for each item:

**Item**

Select	Item	Brand	Model	Serial Number
<input checked="" type="checkbox"/>	Laptop	Apple	MacBook Pro	12345
<input checked="" type="checkbox"/>	Cell Phone	Apple	iPhone	67890
<input checked="" type="checkbox"/>	Thumb Drive	SanDisk	Cruzer	24680
<input type="checkbox"/>	Laptop	Dell	Presario F756NR	13579
<input type="checkbox"/>	Cell Phone	Samsung	SCH-U410	08642

[Cancel](#) [Okay](#)

[Add Another Device](#) [Previous Devices](#)

*Tools of the trade are commodities and software that are:*

- Owned by the individual exporter (U.S. principal party in interest) or exporting company.
- Accompanying the individual exporter (U.S. principal party in interest), employee, or representative of the exporting company.
- Necessary and appropriate and intended for the personal and/or business use of the individual exporter (U.S. principal party in interest), employee, or representative of the company or business.
- Not for sale.
- Returned to the United States no later than 1 year from the date of export.

Figure 18. Dialog box showing all previous devices.

## Other Items

**Other Items**

Will the traveler be taking any Research Foundation items, technology, or software, other than a Research Foundation-owned laptop, cell phone, PDA, or data storage device identified above? (For example, technical data, drawings, specs, equipment, proprietary data, etc.)?

☐

Please provide the following for each item:

Item 1

**Item:**

**Brand:**

**Model:**

**Serial Number:**

**ECCN or ITAR Designation:**

**Other Additional Information:**

Research Foundation items, technology, or software being hand-carried or shipped out of the United States requires the review and approval of the Export Controls Administrator of the Assistant Vice-President for Sponsored Programs.

Figure 19. Inputs for other travel items.

## Routing to Traveler

To submit the request to the traveler, press the **Submit to Traveler** button on the **Submit** tab.

Basic Information   Travel Items   **Submit**

**Basic Information**

**Institution:** Stony Brook University

**Traveler:** Alomar, Dawn (Computer Science)

**Project Director:** Kelly, Charise (Computer Science)

**Travel Dates:** 12/04/2011 - 12/10/2011

**Destination:** United Kingdom

**Request Initiator:** Lavelle, Don Lawrence (Computer Science)

Figure 20. The submission section where the request initiator routes the request to the traveler.

For reference, basic information is displayed on this tab.

## ***Certifying a Request and Routing to the Project Director***

Travelers will be able to change all parts of the request except for the participants.

### **Review Basic Information**

**Basic Information**   Travel Items   Submit

**Institution:** Stony Brook University

**Traveler Information**

**Name:** Alomar, Dawn  
**E-Mail:** Dawn.Alomar@stonybrook.edu  
**Department:** Computer Science  
**Phone:** 632-9075

**Project Director Information**

**Name:** Kelly, Charise  
**E-Mail:** Charise.Kelly@stonybrook.edu  
**Department:** Computer Science  
**Phone:** 632-9074

Figure 21. The traveler for a request cannot modify the participants.

### **Certifications**

The traveler must enter his/her name in the traveler certification box to certify that all information is correct and he/she agrees to The Research Foundation of SUNY's travel, policy accessed with the link provided.

**Traveler Certification**

I understand and agree with the terms and conditions of the RF Travel Policy located at [https://portal.rfsuny.org/portal/page/portal/Travel/international\\_travel2/tr\\_foreign-travel\\_pol.htm](https://portal.rfsuny.org/portal/page/portal/Travel/international_travel2/tr_foreign-travel_pol.htm).

Note: International Travelers (traveling on RF business) must have a current International SOS Assistance Member ID card in their possession before traveling. To obtain member ID cards and for more information, please contact Cori Ribaudo, Benefits Administrator at (631) 632-6180.

I, [ ], certify that the above is true and correct.

Figure 22. The traveler is always required to provide a general certification of the request.

If devices (tools of the trade) are identified in the ***Travel Items*** tab, export controls certification is required by the traveler.

**Export Controls Certification**

1. I will ship or hand-carry the items, technology, or software as a "tool of the trade" to conduct Research Foundation of SUNY business only;
2. I will return the items, technology, or software to the US no later than 12 months from the date of leaving the US unless the items, technology, or software are certified by me to have been consumed or destroyed abroad during this 12 month period;
3. I will keep the items, technology, or software under my "effective control" while abroad (defined as retaining physical possession of item or keeping it secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility);
4. I will take security precautions to protect against unauthorized release of the technology while the technology is being shipped or transmitted and used abroad;
5. I will not ship or hand-carry the items, technology, or software to Iran, Syria, Cuba, North Korea, or Sudan without first consulting with the Research Foundation of SUNY's Export Controls Administrator;
6. I will consider export control regulations before taking/sending Research Foundation of SUNY equipment or specialty software abroad;
7. I will promptly report the loss or theft of any Research Foundation of SUNY item or information to the Research Foundation of SUNY's Export Controls Administrator.

I, [ ], certify that the above is true and correct.

Figure 23. Travelers taking devices or tools of the trade are required to provide an export controls certification.

## Routing to Project Director

7. I will promptly report the loss or theft of any Research Foundation of SUNY item or information to the Research Foundation of SUNY's Export Controls Administrator.

I, , certify that the above is true and correct.

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Figure 24. Bottom of the submission section where the traveler routes the request to the project director.

Upon completion of the certifications, click ***Submit to Project Director*** button for routing to the project director for review and approval.

## Submitting a Request to OGM

### Review Awards

Research Foundation Award(s)

Will the travel be paid for using Research Foundation funds? Yes ▾

Sponsor	Project Number	Task Number	Award Number
* FDA	1111111	111	111111
* NIH	2222222	222	222222

*Federal awards require use of American air carriers.*

Figure 25. Project directors will only be able to change the research foundation award(s).

The project director reviews the Research Foundation award numbers for relatedness of the travel to the research. The project director may change the award number(s) or add an additional award number if appropriate.

## Routing to OGM

**STONY BROOK UNIVERSITY**

**eFTR Test System**

**Update Foreign Travel Request** Charise Kelly is logged in. Home Sign Out

Home My Requests Update Foreign Travel Request

Basic Information Travel Items **Submit**

**Basic Information**

**Institution:** Stony Brook University  
**Traveler:** Alomar, Dawn (Computer Science)  
**Project Director:** Kelly, Charise (Computer Science)  
**Travel Dates:** 12/04/2011 - 12/10/2011  
**Destination:** United Kingdom  
**Request Initiator:** Lavelle, Don Lawrence (Computer Science)

**Traveler Certification**

I understand and agree with the terms and conditions of the RF Travel Policy located at [https://portal.rfsuny.org/portal/page/portal/Travel/international\\_travel2/tr\\_foreign-travel\\_pol.htm](https://portal.rfsuny.org/portal/page/portal/Travel/international_travel2/tr_foreign-travel_pol.htm).

Note: International Travelers (traveling on RF business) must have a current International SOS Assistance Member ID card in their possession before traveling. To obtain member ID cards and for more information, please contact Cori Ribauda, Benefits Administrator at (631) 632-6180.

I, Dawn Alomar (Testing), certify that the above is true and correct.

Certified at 11/09/2011 06:45:22 Eastern Standard Time.

**Export Controls Certification**

1. I will ship or hand-carry the items, technology, or software as a "tool of the trade" to conduct Research Foundation of SUNY business only;
2. I will return the items, technology, or software to the US no later than 12 months from the date of leaving the US unless the items, technology, or software are certified by me to have been consumed or destroyed abroad during this 12 month period;
3. I will keep the items, technology, or software under my "effective control" while abroad (defined as retaining physical possession of item or keeping it secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility);
4. I will take security precautions to protect against unauthorized release of the technology while the technology is being shipped or transmitted and used abroad;
5. I will not ship or hand-carry the items, technology, or software to Iran, Syria, Cuba, North Korea, or Sudan without first consulting with the Research Foundation of SUNY's Export Controls Administrator;
6. I will consider export control regulations before taking/sending Research Foundation of SUNY equipment or specialty software abroad;
7. I will promptly report the loss or theft of any Research Foundation of SUNY item or information to the Research Foundation of SUNY's Export Controls Administrator.

I, Dawn Alomar (Testing), certify that the above is true and correct.

Certified at 11/09/2011 06:45:22 Eastern Standard Time.

Save and Go Back Save **Approve and Submit to OGM** Cancel Request

eFTR Test System, Version 1.0.0. Copyright © Office of the Vice President for Research - Stony Brook University 2010, 2011. About the System.

Figure 26. The sections visible to the project director just before submitting the request to OGM.

The project director reviews the traveler's certifications for appropriateness. To submit to the Office of Grants Management (OGM), press the **Approve and Submit to OGM** button. The following email notification will be sent to a general OGM mailbox for appropriate action.

To: Office of Grants Management  
cc: **[Project Director], [Traveler], [Request Initiator]**  
Subject: Travel to **[Destination]** (**[Start]** - **[End]**) by **[Traveler]**  
To the Office of Grants Management:

A foreign travel request for **[Traveler]** to go to **[Destination]** is ready for review by an OGM grants specialist.

You can view the request at  
<http://server/eftr/ForeignTravelRequest.aspx?foreignTravelRequestId=1014>.

Figure 27. The e-mail template that will be used when requests are routed to OGM.

## ***Copying Existing Requests***

If you are a department user, you will have the ability to make copies of existing requests. This is useful if several people are making similar travel arrangements, if a trip is being repeated, or if a request was not approved or was cancelled and you would like to fill out a new request and re-submit with any recommended changes. Start by clicking on the ***Copy this Request*** link in the ***Basic Information*** section when *viewing* a request.

Basic Information	
<b>Institution:</b>	Stony Brook University
<b>Traveler:</b>	Lavelle, Don Lawrence (Computer Science)
<b>Project Director:</b>	Kelly, Charise (Computer Science)
<b>Travel Dates:</b>	10/30/2010 - 11/05/2010
<b>Destination:</b>	Sweden
<b>Request Initiator:</b>	Lavelle, Don Lawrence (Computer Science)

[Copy this Request](#)

**Figure 28.** When viewing requests, there is a link to copy the request.

The eFTR system will automatically populate a new request with all of the information from the previous request, except for any certification the traveler performed. You can then treat the form as though you had just typed in all of the information for the first time.

## **Administration**

Non-departmental staff can approve, route, and reject foreign travel requests through the eFTR system.



## Home Page

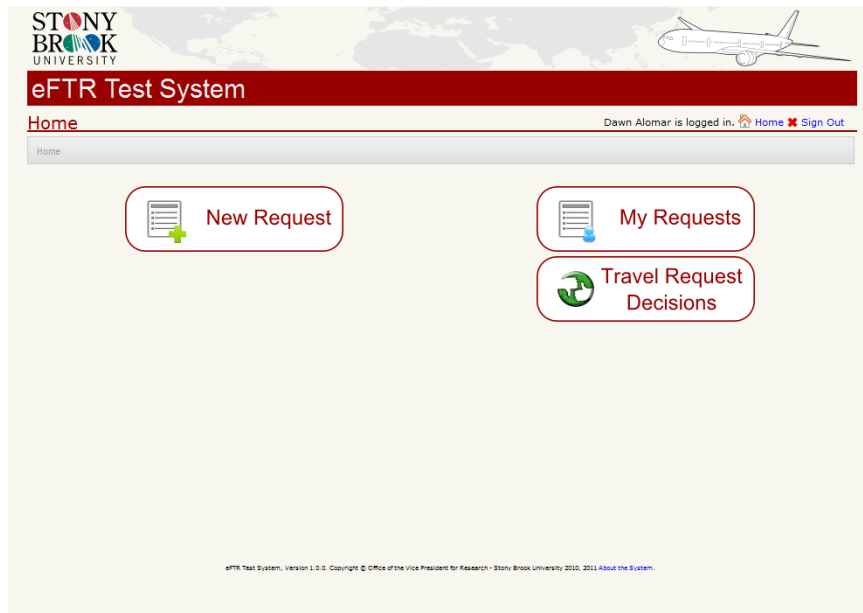
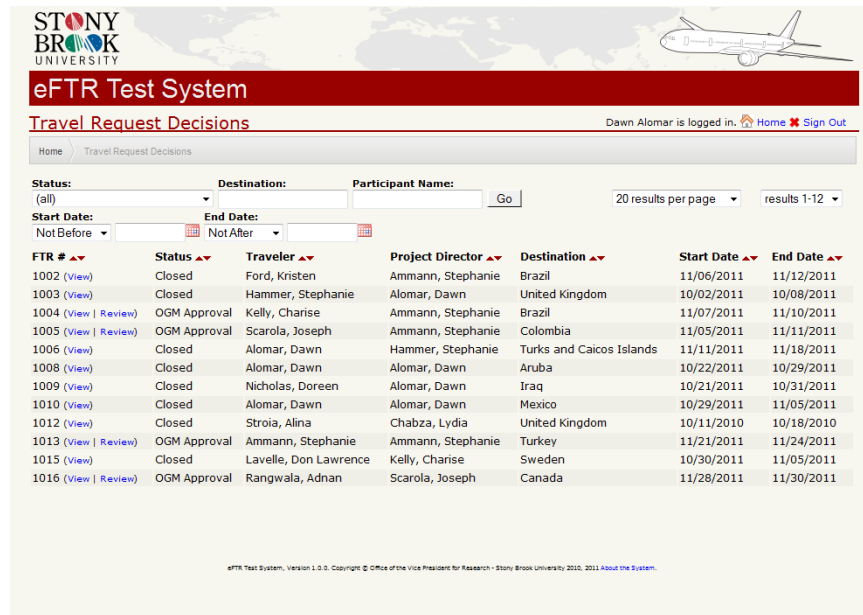


Figure 29. Home page for administrators.

## Travel Request Decisions List Page

Administrators at the OGM, at the Office of the President, and at the Operations Manager's office all use the same list page for pending and previous travel request decisions.



**STONY BROOK UNIVERSITY**

**eFTR Test System**

**Travel Request Decisions** Dawn Alomar is logged in. [Home](#) [Sign Out](#)

Home / Travel Request Decisions

Status: (all) Destination: Participant Name: Go 20 results per page results 1-12

Start Date: Not Before End Date: Not After

FTR #	Status	Traveler	Project Director	Destination	Start Date	End Date
1002 <a href="#">View</a>	Closed	Ford, Kristen	Ammann, Stephanie	Brazil	11/06/2011	11/12/2011
1003 <a href="#">View</a>	Closed	Hammer, Stephanie	Alomar, Dawn	United Kingdom	10/02/2011	10/08/2011
1004 <a href="#">View</a>   <a href="#">Review</a>	OGM Approval	Kelly, Charise	Ammann, Stephanie	Brazil	11/07/2011	11/10/2011
1005 <a href="#">View</a>   <a href="#">Review</a>	OGM Approval	Scarola, Joseph	Ammann, Stephanie	Colombia	11/05/2011	11/11/2011
1006 <a href="#">View</a>	Closed	Alomar, Dawn	Hammer, Stephanie	Turks and Caicos Islands	11/11/2011	11/18/2011
1008 <a href="#">View</a>	Closed	Alomar, Dawn	Alomar, Dawn	Aruba	10/22/2011	10/29/2011
1009 <a href="#">View</a>	Closed	Nicholas, Doreen	Alomar, Dawn	Iraq	10/21/2011	10/31/2011
1010 <a href="#">View</a>	Closed	Alomar, Dawn	Alomar, Dawn	Mexico	10/29/2011	11/05/2011
1012 <a href="#">View</a>	Closed	Stroia, Alina	Chabza, Lydia	United Kingdom	10/11/2010	10/18/2010
1013 <a href="#">View</a>   <a href="#">Review</a>	OGM Approval	Ammann, Stephanie	Ammann, Stephanie	Turkey	11/21/2011	11/24/2011
1015 <a href="#">View</a>	Closed	Lavelle, Don Lawrence	Kelly, Charise	Sweden	10/30/2011	11/05/2011
1016 <a href="#">View</a>   <a href="#">Review</a>	OGM Approval	Rangwala, Adnan	Scarola, Joseph	Canada	11/28/2011	11/30/2011

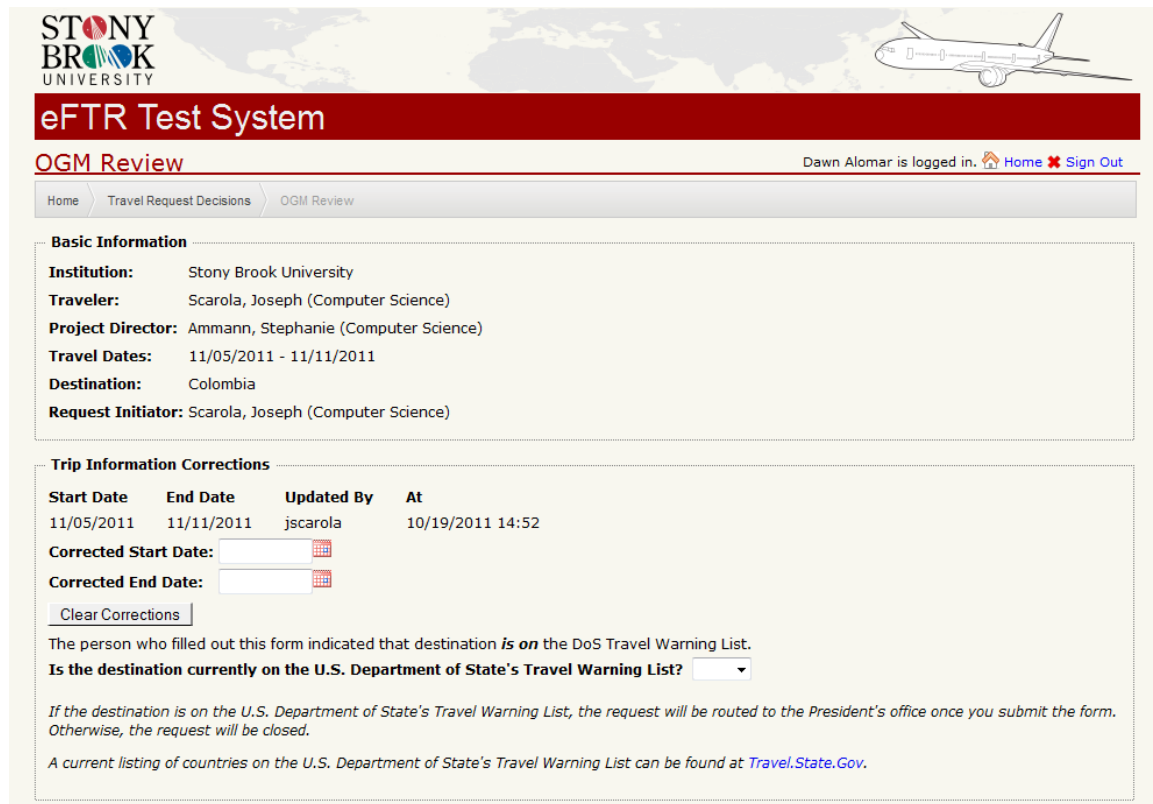
eFTR Test System, Version 1.0.0. Copyright © Office of the Vice President for Research - Stony Brook University 2010, 2011 [About the System](#).

Figure 30. Travel request decision list page.

All requests that have been routed to your office will be listed on this page. There will be a [View](#) link for each request. Any requests that are ready for your office to review will also have a [Review](#) link.

# OGM Administrators

## Overview



**STONY BROOK UNIVERSITY**

**eFTR Test System**

OGM Review Dawn Alomar is logged in. [Home](#) [Sign Out](#)

Home > Travel Request Decisions > OGM Review

**Basic Information**

**Institution:** Stony Brook University

**Traveler:** Scarola, Joseph (Computer Science)

**Project Director:** Ammann, Stephanie (Computer Science)

**Travel Dates:** 11/05/2011 - 11/11/2011

**Destination:** Colombia

**Request Initiator:** Scarola, Joseph (Computer Science)

**Trip Information Corrections**

Start Date	End Date	Updated By	At
11/05/2011	11/11/2011	jscarola	10/19/2011 14:52

**Corrected Start Date:**

**Corrected End Date:**

[Clear Corrections](#)

The person who filled out this form indicated that destination *is on* the DoS Travel Warning List.

**Is the destination currently on the U.S. Department of State's Travel Warning List?**

*If the destination is on the U.S. Department of State's Travel Warning List, the request will be routed to the President's office once you submit the form. Otherwise, the request will be closed.*

*A current listing of countries on the U.S. Department of State's Travel Warning List can be found at [Travel.State.Gov](#).*

Figure 31. OGM Grants Specialists can make minor corrections to the trip information.

Requests to travel to countries that are on the U.S. Department of State's Travel Warning List will require approval by the President of the University and by the Operations Manager. OGM must verify that the country is or is not on the list. OGM will obtain approvals for these requests by routing these requests to the Office of the President and the Operations Manager.

In addition, OGM administrators can make corrections to the start and end dates for the requested travel if the awards specified by department will not allow travel during the specified dates.

## Research Foundation Award Disposition and Modifications

**Award Numbers (Required)**  
*To approve this request, you must approve at least one award number or provide at least one new award number. To reject the request, you must reject all award numbers and not provide any new award numbers.*

Sponsor	Project Number	Task Number	Award Number	Disposition	Updated By	At
NSF	1234560	1	12345	Approve	jscarola	10/19/2011 14:53
NIH	5678999	3	89889	Reject	sammann	10/19/2011 15:08

*Federal awards require use of American air carriers.*

**Decision Details**  
**Disposition:** Approved  
**Approval Comments:**  
These comments will be visible to all parties involved in this foreign travel request.

Figure 32. OGM Grants Specialists can approve or reject Research Foundation funding sources.

To approve the request, you must approve at least one award number or add a new award number. To reject the request, you must reject all of the award numbers. If the destination is on the Travel Warning List, the eFTR system will route it to the Office of the President after OGM approval.

# Office of the President

## *Routing to the Operations Manager*

**OGM Grants Management Specialist**

**Disposition:** Approved (Ammann, Stephanie, 06/08/2011 04:03 PM Eastern Standard Time)

**Comments:** Submitting for presidential approval.

**Presidential Disposition Recorder**

**Disposition:**

**Comments:**  
These comments will be visible to all parties involved in this foreign travel request.

Figure 33. Recording the President's disposition regarding the request.

An email request will be sent from the Office of Grants Management to the Office of the President for approval of travel to a country appearing on the State Department's travel warnings list. This approval is in compliance with The Research Foundation of SUNY's international travel policy. As a user authorized to record the President's decision, you will be able to route requests to the Operations Manager.

## Operations Manager

### *Final Approval or Rejection*

**OGM Grants Management Specialist Disposition**

**Disposition:** Approved (Alomar, Dawn, 08/19/2011 08:50 AM Eastern Standard Time)

**Comments:**

**Presidential Disposition Recorder Disposition**

**Disposition:** Approved (Johnson, Tonjanita L., 08/19/2011 08:59 AM Eastern Standard Time)

**Comments:**

**Operations Manager Disposition Recorder Decision**

**Disposition:**

**Comments:**  
These comments will be visible to all parties involved in this foreign travel request.

Figure 34. Recording the Operations Manager's disposition regarding the request.

An email request will be sent from the Office of Grants Management to the Operations Manager in the Office of the Vice President for Research for approval of travel to a

country appearing on the State Department’s travel warnings list. This approval is in compliance with The Research Foundation of SUNY’s international travel policy. As a user authorized to record the Operations Manager’s decision, you will be able to enter final approval of the request.

## System Administration

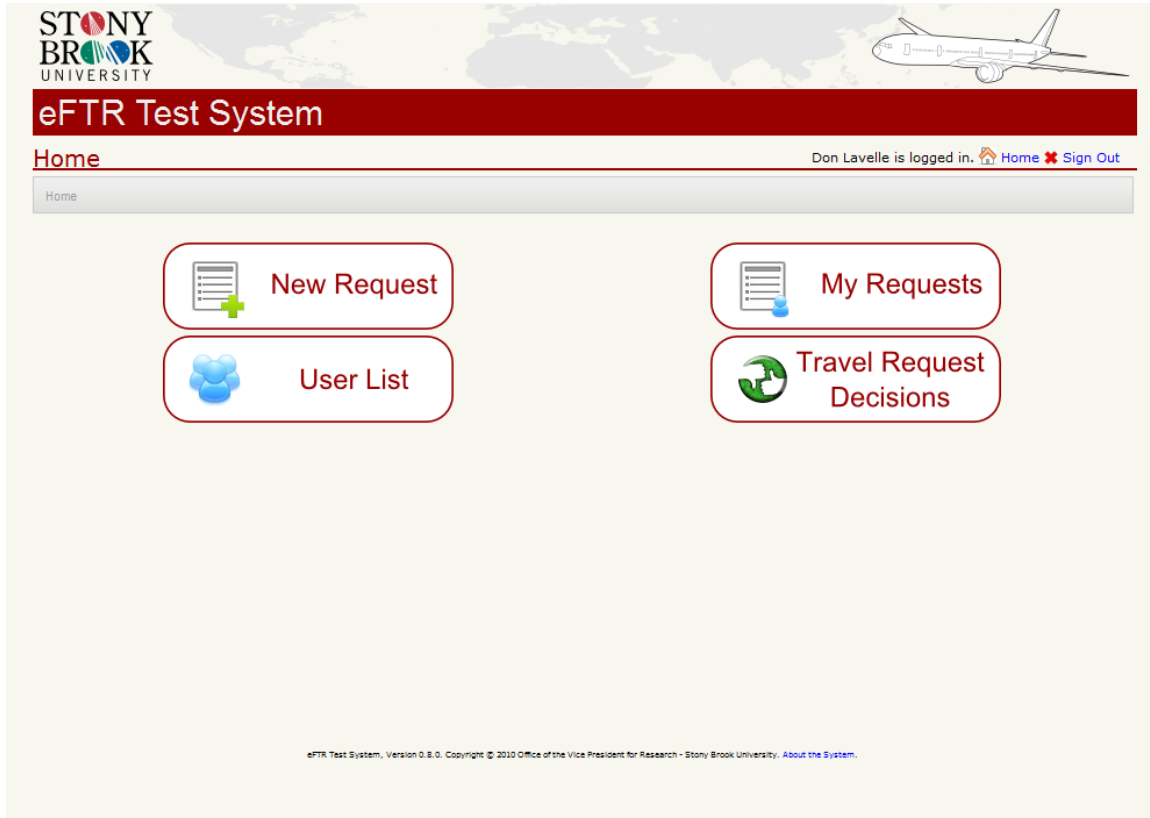


Figure 35. Home page for system administrators.

## User List

**STONY BROOK UNIVERSITY**

## eFTR Test System

User List Don Lavelle is logged in. [Home](#) [Sign Out](#)

[Home](#) [User List](#)

☒ Hide accounts with only the *Department User* role.

Name	E-Mail	Department	Roles
Alomar, Dawn	Dawn.Alomar@stonybrook.edu	Research Administration	Department User OGM Grants Management Specialist <a href="#">Edit Roles</a>
Ammann, Stephanie	Stephanie.Ammann@stonybrook.edu	Research Administration	Department User OGM Grants Management Specialist OGM Administrator <a href="#">Edit Roles</a>
Daneau, Nancy Susan	Nancy.Daneau@stonybrook.edu	Office of Vice Pres. Research	Department User Operations Manager Disposition Recorder <a href="#">Edit Roles</a>
Green, Kathleen Ann	Kathleen.Green@stonybrook.edu	Office of Vice Pres. Research	Department User Operations Manager Disposition Recorder <a href="#">Edit Roles</a>
Johnson, Tonjanita L.	Tonjanita.Johnson@stonybrook.edu	Chief Administrative Office	Department User Presidential Disposition Recorder <a href="#">Edit Roles</a>
Lavelle, Don Lawrence	Don.Lavelle@stonybrook.edu	Office of Vice Pres. Research	Department User OGM Grants Management Specialist OGM Administrator Presidential Disposition Recorder Operations Manager Disposition Recorder
Rangwala, Adnan	Adnan.Rangwala@stonybrook.edu	Research Administration	Department User OGM Grants Management Specialist OGM Administrator Presidential Disposition Recorder Operations Manager Disposition Recorder <a href="#">Edit Roles</a>
Stanley, Samuel L.	Samuel.Stanley@stonybrook.edu	Chief Administrative Office	Department User Presidential Disposition Recorder <a href="#">Edit Roles</a>

[Add](#) [Save](#)

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Figure 36. System administrators can change user's roles.

To adjust the specific roles in the *Foreign Travel Request System* for any person, click on the *Edit Roles* link in the row for that person.

**STONY BROOK UNIVERSITY**

## eFTR Test System

User List Don Lavelle is logged in. [Home](#) [Sign Out](#)

[Home](#) [User List](#)

☒ Hide accounts with only the *Department User* role.

Name	E-Mail	Department	Roles
Alomar, Dawn	Dawn.Alomar@stonybrook.edu	Research Administration	Department User OGM Grants Management Specialist <a href="#">Edit Roles</a>
Ammann, Stephanie	Stephanie.Ammann@stonybrook.edu	Research Administration	Department User OGM Grants Management Specialist OGM Administrator <a href="#">Edit Roles</a>
Daneau, Nancy Susan	Nancy.Daneau@stonybrook.edu	Office of Vice Pres. Research	Department User Operations Manager Disposition Recorder <a href="#">Edit Roles</a>
Green, Kathleen Ann	Kathleen.Green@stonybrook.edu	Office of Vice Pres. Research	Department User Operations Manager Disposition Recorder <a href="#">Edit Roles</a>
Johnson, Tonjanita L.	Tonjanita.Johnson@stonybrook.edu	Chief Administrative Office	Department User Presidential Disposition Recorder <a href="#">Edit Roles</a>
Lavelle, Don Lawrence	Don.Lavelle@stonybrook.edu	Office of Vice Pres. Research	Department User OGM Grants Management Specialist OGM Administrator Presidential Disposition Recorder Operations Manager Disposition Recorder

[Add](#) [Save](#)

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Figure 37. Specific roles are selected in a dialog box.

# Foreign Travel Request Work Flow

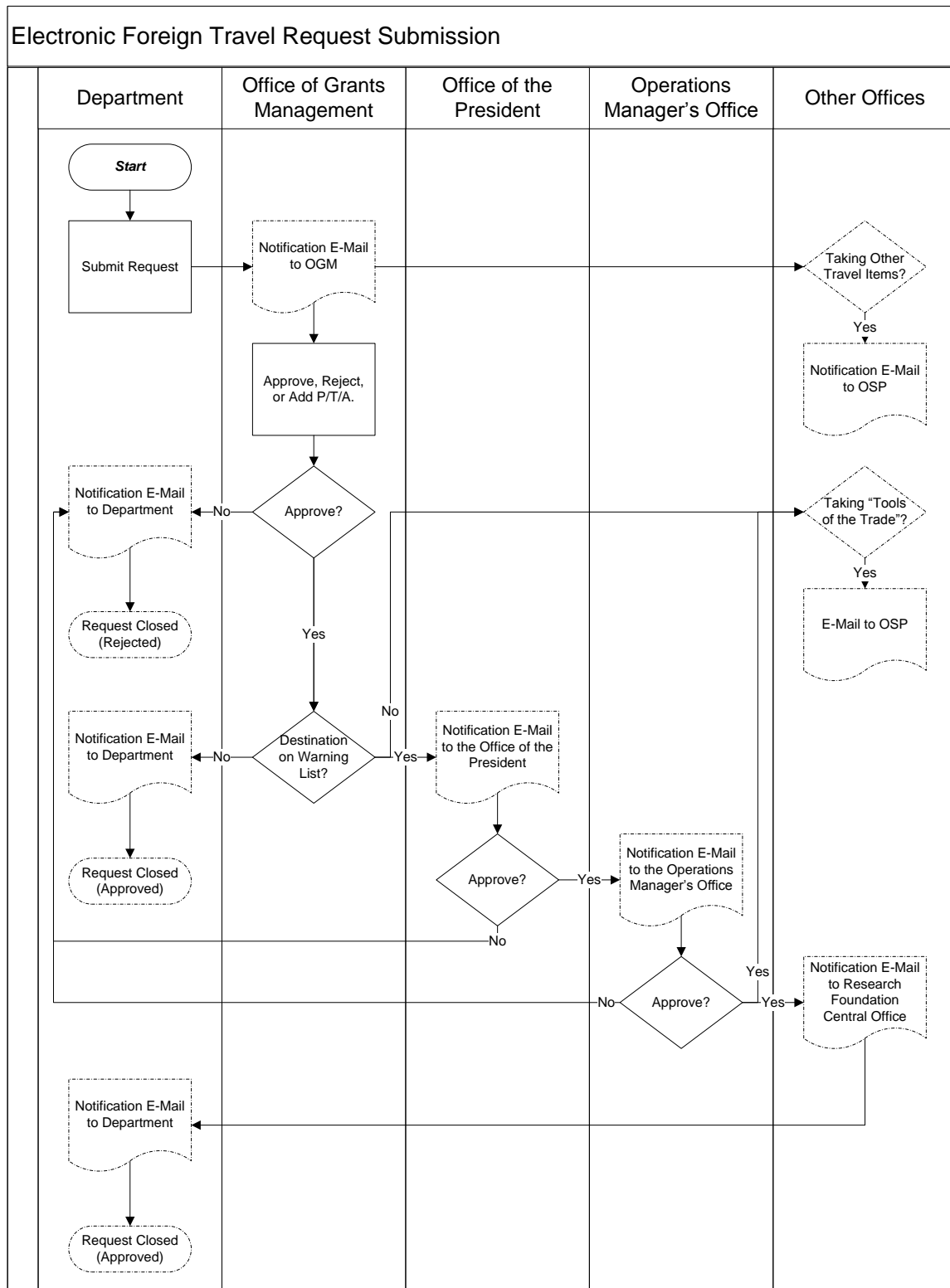


Figure 38. Basic foreign travel request workflow; actions with dashed borders are performed by the system.



# Quick Guide

**STONY BROOK UNIVERSITY**  
**eFTR Test System**  
 New Foreign Travel Request Don Lavelle is logged in. Home Sign Out

Home My Requests New Foreign Travel Request

**Basic Information** Travel Items Submit

**Institution:** Stony Brook University

**Traveler Information**

**Name:** Alomar, Dawn  
**E-Mail:** Dawn.Alomar@stonybrook.edu  
**Department:** Computer Science  
**Phone:** 632-9075

**Project Director Information**

**Name:** Kelly, Charise  
**E-Mail:** Charise.Kelly@stonybrook.edu  
**Department:** Computer Science  
**Phone:** 632-9074

**Trip Information**

**Start Date:** 12/04/2011  
**End Date:** 12/10/2011  
**Destination:** United Kingdom  
**Purpose:** Conference/Workshop  
**Is the destination currently on the U.S. Department of State's Travel Warning List?** No  
 A current listing of countries on the U.S. Department of State's Travel Warning List can be found at [Travel.State.Gov](#).  
 SBU Presidential approval will be obtained by the Office of Grants Management for travel to countries appearing on the State Department's Current Travel Warnings list in accordance with Research Foundation requirements.

**Conference/Workshop Details**

**Title:** Search Algorithm Confer  
**Web Page:** www.google.com  
**Relationship to Research on Award (examples):**  
 Presenting talk at conference related to research topic.  
 Dawn will be discussing a new search algorithm developed at Stony Brook.

**Research Foundation Award(s)**

**Will the travel be paid for using Research Foundation funds?** Yes

Sponsor	Project Number	Task Number	Award Number
* FDA	1111111	111	1111111
* NIH	2222222	222	2222222

Add Award  
 Federal awards require use of American air carriers.

Save Save and Continue Submit to Traveler

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**Callouts:**

- Enter just the traveler's name; the rest is automatically populated.
- The same applies for the project director.
- Purpose Selection
- Your selection for the travel purpose will determine which detail fields are used.

Figure 39. Basic Information.

eFTR Test System

New Foreign Travel Request

Don Lavelle is logged in. Home Sign Out

HomeMy RequestsNew Foreign Travel Request

Basic Information

Travel Items

Submit

Basic Information

Institution:

Stony Brook University

Traveler:

Lavelle, Don Lawrence (Office of Vice Pres. Research)

Project Director:

Lavelle, Don Lawrence (Office of Vice Pres. Research)

Travel Dates:

11/27/2011 - 11/30/2011

Destination:

South Africa

Request Initiator:

Lavelle, Don Lawrence (Computer Science)

Devices (Tools of the Trade)

Will the traveler be taking any Research Foundation-owned "tools of the trade", such as laptops, cell phones, PDAs, or data storage devices?

Yes

Please provide the following for each item:

Item	Brand	Model	Serial Number
* External Hard Drive	Maxtor	OneTouch 4	36579
* Laptop	Dell	Inspiron	12345
* Cell Phone	Apple	iPhone	67890

Add Another Device

Previous Devices

Tools of the trade are commodities and software that are:

a. Owned by the individual exporter (U.S. principal party in interest) or exporting company.

b. Accompanying the individual exporter (U.S. principal party in interest), employee, or representative of the exporting company.

c. Necessary and appropriate and intended for the personal and/or business use of the individual exporter (U.S. principal party in interest), employee, or representative of the company or business.

d. Not for sale.

e. Returned to the United States no later than 1 year from the date of export.

Other Items

Will the traveler be taking any Research Foundation Items, technology, or software, other than a Research Foundation-owned laptop, cell phone, PDA, or data storage device identified above? (For example, technical data, drawings, specs, equipment, proprietary data, etc.)?

Yes

Please provide the following for each item:

Item 1

Item:

Search Algorithm

Brand:

no brand

Model:

no model number

Serial Number:

no serial number

ECCN or ITAR Designation:

no designation

Other Additional Information:

Source and object code for new search algorithm.

Remove Item 1

Item 2

Item:

Search Test Data Set

Brand:

Stony Brook University

Model:

v. 1.0.0

Serial Number:

N/A

ECCN or ITAR Designation:

N/A

Other Additional Information:

Test data set to be used in demonstrating new search algorithm.

Remove Item 2

Add Item

Research Foundation Items, technology, or software being hand-carried or shipped out of the United States requires the review and approval of the Export Controls Administrator of the Assistant Vice-President for Sponsored Programs.

Save and Go Back

Save

Save and Continue



Certify and Submit to OGM

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If you've worked with this traveler on a request before, devices that the traveler brought on previous trips will be automatically included.

Figure 40. Travel Items

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**eFTR Test System**

**New Foreign Travel Request**
Don Lavelle is logged in. [Home](#) [Sign Out](#)

[Home](#) / [My Requests](#) / [New Foreign Travel Request](#)

Basic Information

Travel Items

Submit

**Basic Information**

**Institution:** Stony Brook University  
**Traveler:** Lavelle, Don Lawrence (Office of Vice Pres. Research)  
**Project Director:** Lavelle, Don Lawrence (Office of Vice Pres. Research)  
**Travel Dates:** 11/27/2011 - 11/30/2011  
**Destination:** South Africa  
**Request Initiator:** Lavelle, Don Lawrence (Computer Science)

**Traveler Certification**

I understand and agree with the terms and conditions of the RF Travel Policy located at [https://portal.stony.org/portal/page/portal/Travel/international\\_travel2/tr\\_foreign-travel\\_pol.htm](https://portal.stony.org/portal/page/portal/Travel/international_travel2/tr_foreign-travel_pol.htm).

Note: International Travelers (traveling on RF business) must have a current International SOS Assistance Member ID card in their possession before traveling. To obtain member ID cards and for more information, please contact Coni Ribaud, Benefits Administrator at (631) 632-6180.

1, Don Lavelle (testing) , certify that the above is true and correct.

**Export Controls Certification**

1. I will ship or hand-carry the items, technology, or software as a "tool of the trade" to conduct Research Foundation of SUNY business only;
2. I will return the items, technology, or software to the US no later than 12 months from the date of leaving the US unless the items, technology, or software are certified by me to have been consumed or destroyed abroad during this 12 month period;
3. I will keep the items, technology, or software under my "effective control" while abroad (defined as retaining physical possession of it or keeping it secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility);
4. I will take security precautions to protect against unauthorized release of the technology while the technology is being shipped or transmitted and used abroad;
5. I will not ship or hand-carry the items, technology, or software to Iran, Syria, Cuba, North Korea, or Sudan without first consulting with the Research Foundation of SUNY's Export Controls Administrator;
6. I will consider export control regulations before taking/sending Research Foundation of SUNY equipment or specialty software abroad;
7. I will promptly report the loss or theft of any Research Foundation of SUNY item or information to the Research Foundation of SUNY's Export Controls Administrator.

1, Don Lavelle (testing) , certify that the above is true and correct.

[Save and Go Back](#) | [Save](#) | [Certify and Submit to OGM](#)

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The traveler must always provide this certification.

If the traveler is bringing "tools of the trade", this certification is required, too.

Figure 41. Certification.