

## Knowledge security check procedure FGW, for (prospective) researchers with an affiliation to institutions in high-risk countries (Russia, Iran, China, North Korea)

Step 1: Applicant (in the case of PhD candidates: supervisor or promoter - in the case of other academic staff: department head) contacts the Research Office ([research.office.fgw@vu.nl](mailto:research.office.fgw@vu.nl)).

Step 2: Applicant notifies the candidate that a knowledge security check will take place. A standard form is used for this procedure. Key points: ensuring the safety of both parties (university and researcher in question) and ensuring a proper embedment of the researcher and research in the Faculty.

Step 3: Research Office requests the following information from the applicant by means of a standard form:

For the purpose of estimating the risk to VU:

- CV;
- Research proposal;
- Funding details;
- In the case of a PhD candidate: intended supervisor and promoter;
- Length of the research project and stay in the Netherlands (desired start and end date).

For the purpose of estimating the risk for the candidate:

- Relationship of the candidate (and the nature of the research) to their own government.

Step 4: Research Office opens the application and prepares standard form in line with [VU framework knowledge security](#).

Step 5: Form and relevant documents are sent to HR for the CV check.

Step 6: Research proposal is reviewed by the Research Office and any GDPR/privacy sensitive aspects will be discussed. In case of uncertainty, the Research Office will contact VU's Knowledge Security Advisory Group and Faculty Research Director.

Step 7: Check of the CV and check of the research proposal are sent to the Director of Operations for review.

Step 8: Decision by the Director of Operations.

Step 9: Research Office will inform the applicant and HR. Any GDPR/privacy sensitive aspects will be raised with the applicant and candidate (in light of the mandatory examination of the research proposal by the ETCO).

Step 10: Research Office closes the application and saves a copy for verification purposes.

Step 11: Annual report by the Research Office to the Board of the Faculty and FMT.