

## MEMORANDUM

To: Vice Presidents, Vice Provosts and Deans  
From: Nojin Kwak, Vice Provost for International Education  
Date: 1 September 2026  
Subject: New Review Process to Flag Security Risks in International Meetings

As you may recall, in fall 2025 SUNY System Administration instituted a process for the review of meetings with foreign government officials in compliance with a New York State Executive Chamber policy aimed at reducing potential security risks entailed in such meetings, particularly those with countries of concern and those involving sensitive research. Accordingly, UB instituted its own internal review process to identify international meetings of faculty and staff that might be of concern under the new SUNY policy. Most meetings that were submitted for review were found to be routine and did not require further review by SUNY.

In response to feedback from the campuses, SUNY System Administration has launched a restructured review protocol—[I-RISK: International Risk Information and Screening Kit](#)—aimed at simplifying and streamlining the process. “The purpose of this process is twofold: to safeguard New York’s security and intellectual property interests while ensuring that academic and research engagement can continue efficiently and without unnecessary administrative burden.”

My office has developed an [online screening questionnaire](#) to complement the SUNY I-RISK platform. Faculty and staff who are planning international meetings that may be potentially reviewable should complete the simple screening form on our website *at least one month in advance* to determine whether a review by SUNY I-RISK is necessary. The screening process is quick, and we anticipate that most academic meetings will not require further review.

Please note that *most* routine activities, such as attendance or presentations at open international conferences, invited talks overseas, and study abroad programs, **do not** require completion of the screening questionnaire; however, the form clarifies the relevant countries of concern and sensitive areas that require additional scrutiny. Those who are unsure whether a meeting is exempt from the SUNY I-RISK review should complete the screening questionnaire.

Questions about the new protocol may be directed to: [UBIRISK@buffalo.edu](mailto:UBIRISK@buffalo.edu)

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Please share this guidance with your chairs, faculty, and staff, as appropriate.

cc: President Genco  
Provost Weber