**Putting Together Your Research Team**

Putting together your research group need not be a difficult process. The tips below will help facilitate the process of selecting students for your team.

1. *Talk to Heather and Sherman*
* Consult with Sherman and Heather about the size of your group and any budgetary restrictions before deciding how large your group should be.
1. *Application Process*
* Advertise well! Have a general interest meeting, post an announcement on the IGL website, make a Facebook event, etc. so that students are aware of this great opportunity you are offering! Use the meetings and these online platforms as another way to clarify and emphasize the criteria for admission.
* In your written application, considering asking students to:
	+ Provide their basic information: name, date of birth, address, class year, phone number, e-mail address.
	+ Write a short statement about their motivations for applying and how this trip will benefit them
	+ Provide a sample of their past work such as a photo essay, a paper, etc.
	+ List and describe relevant experiences and skills they have (e.g. past research trips and travel experience, language and translation skills, multimedia skills, etc.)
	+ Write a research proposal (with citations)
	+ Describe how they will share the results of this trip and their research with the Tufts community
* It is ESSENTIAL that you make clear to the applicants what is expected of them and how much time this commitment will take. Students will be required to do extensive pre- and post-trip work, be it literature reviews, group projects, reflection papers, creative pieces, policy recommendations, etc. in addition to whatever in-group preparation you do. Be sure to discuss these expectations with Sherman and Heather.
* Be sure to have a firm deadline and give students ample time to complete the application. Two weeks tends to be a reasonable amount of time.
* Send out reminders as the application deadline approaches.
* Make yourself available to the applicants in case they have questions or concerns. On the application, provide your group’s contact information so that students can reach you.