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**IGL Student Group Research Handbook**

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**Introduction**

This handbook is designed for students and student groups affiliated with or supported by the Institute for Global Leadership (IGL). The purpose of this handbook is to describe the processes, procedures and requirements for student groups conducting Institute-sponsored research.

The proceeding pages will outline a timeframe for research planning, explain when students should consult with the Institute and describe the Institute’s expectations of students.

**IGL Mission Statement**

Tufts’ Institute for Global Leadership is an incubator of innovative ways to educate learners at all levels in understanding difficult and compelling global issues. Our goal is to develop new generations of critical thinkers for effective and ethical leadership, who are able to comprehend and deal with complexity, to bridge cultural and political differences and to engage as responsible global citizens in anticipating and confronting the world’s most pressing problems.

To meet these challenges, the Institute emphasizes rigorous academic preparation and experiential learning. Students learn through intensive engagement in classes, global research, internships, workshops, simulations and international symposia - all involving national and international students and leaders from the public and private sectors. These activities stress critical and normative thinking, written and oral communication skills, problem solving, and an interdisciplinary approach to learning. Students produce tangible outcomes to their studies through their research projects, the international forums and other significant initiatives. The experience helps stimulate intellectual curiosity and build individual self-confidence and independence, while at the same time developing analytical and practical leadership and decision-making skills.

**IGL Staff**

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**Section 1: Where Should You Go?**

When selecting a destination, it is important to consider a number of factors including the following:

* **Relevance:** When considering global politics in general and the mission of your student group, how relevant is the country you are traveling to? Will you be able to conduct interesting, innovative research and investigate a variety of topics? What topics will you be researching? What will you learn while in-country? Will other students want to read or heard about the results of your research?
* **Safety:** How safe is the country you are traveling to? Are there certain cities, towns, or neighborhoods that are unsafe? Has the State Department issued a [travel warning](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) for the country you are traveling to? Have you been in touch with any Tufts/Institute alumni who are on the ground in that country to ask their opinion on in-country safety and travel risks? Would your research topics put you or the people you would meet with in danger?
* **Feasibility:** Is it feasible for your group to conduct research in this country on the topics you have suggested? Is your research topic realistic? Does the Institute have contacts in that country?
* **Timing:** How much time do you need to complete your research? Would it be more suitable to travel during winter, spring or summer break? Will you be traveling within the country? If so, how much of your time will this take up? Will you be traveling to the country during any of their local or religious holidays? If so, will business be open or will your contacts be willing to meet with you?
* **Budget:** How much is you trip going to cost you per person? Is the amount reasonable?

Brainstorm multiple destinations when presenting your ideas. Write a short summary of your potential locations and include the answers to the questions above in your write-up.

It is especially important to attach a preliminary budget to your write-up. Include the following:

* Transportation (flights and in-country transportation)
* Accommodations (food, hotels, etc.)
* Visas and vaccinations
* Emergency expenses

**Section 2: Institutional Review Board Process (IRB)**

If you are conducting research, it is likely that your research will need to be reviewed and approved by the IRB. The IRB is a panel of Tufts' faculty and staff that reviews all human subject research to determine if researchers are assuring the safety and protection of human participants.

If you do not obtain IRB approval before departure, you may NOT conduct research and will not be able to publish your findings, photographs, etc. in any form.

The IRB process can often be time-consuming, so please be sure to give yourself enough time to fill out the required forms and answer the necessary questions.

For an in-depth overview of the IRB process, consult the Tufts IRB [website.](http://www.tufts.edu/central/research/IRB/ToBeReviewed.htm)

*Pre-IRB Process*

First, all students need to:

1. fill out pre-IRB forms which can be found [here](http://www.tufts.edu/central/research/IRB/Forms.htm)
2. complete online [CITI training](http://www.tufts.edu/central/research/IRB/citi.htm). You MUST complete this two-three hour training prior to submitting your pre-IRB forms otherwise your application will NOT be processed. This training has multiple modules and can be completed in multiple sessions, so you need not do it all in one sitting.

Your pre-IRB forms will then be considered by the members of the IRB committee who will then determine the category your research falls in. The IRB will inform you whether your research qualifies for:

* an exemption from review,
* expedited review, or
* full review.

Following the IRB committee’s determination, you should work with Heather to complete the required forms. It is essential that these forms are submitted on time because the committee meets only on certain days throughout each semester.

**Section 3: Preparing for Departure**

*Funding*

In order to obtain IGL support, you need to write up a detailed budget and present it to Sherman.

In your budget, include all costs, including:

* Transportation (flights, taxis, buses, etc.)
* Hotel
* Visa and vaccinations
* Food
* Emergency expenses

Once Sherman agrees to provide you with a certain amount, you MUST fill out and sign an IGL funding form and return it either to the Institute Administrator or the Program Assistant. You will not receive funding unless this form is filled out and signed by both you and Sherman.

In order for your scholarship check to be processed, you need to fill out the following forms:

* a W9 if you are a **US citizen**
* a W-8 BEN and Alien Payment Form if you are a **non-resident alien**. Please note that you need a US Social Security number or a taxpayer ID number to fill out these forms. If you do not have a SSN, contact the International Center for information on obtaining one.

*Research Preparation*

All students are required to complete academic work, be it a literature review, background paper, short story, photo essay, etc. to be turned in prior to departure. You should work with Heather and Sherman both to determine what would be most helpful for you and your group and to establish a deadline for your work.

If there is a point person or leader for your group, it may be best for him or her to collate all the papers and submit them to Heather and Sherman as one packet.

The work you submit should be quality papers that you would submit for any class. You should use academic sources and include references and a bibliography.

*Multimedia*

Consult with the Multimedia Coordinator to plan a multimedia project. The IGL has video cameras, still cameras, audio recorders and handycams available to borrow.

Be sure to check in with the Multimedia Coordinator early on to check out equipment.

*Paperwork*

Prior to departure, your are required to submit the following:

* a copy of your passport
* Tufts/IGL release form (with parent/guardian signature)
* IGL research abroad contract
* Emergency contact form
* A copy of your travel itinerary

*Health and Safety Abroad*

Each student will be required to attend a security briefing session before departure. In addition, please read through our health and safety abroad packet which provides helpful tips for your trip.

Be sure to look up health information for your destination and check to see if you need vaccinations. The CDC is a helpful source and provides information for each country: <http://wwwnc.cdc.gov/travel/destinations/list.htm>

If you are a US citizen, register yourself with the State Department’s Smart Traveler Enrollment Program (STEP), which allows you to enter information about your upcoming trip (flights, hotel, travel companions, etc.) so that the State Department would be able to assist you in case of an emergency. The website can be found here: <https://step.state.gov/step/> and country specific information can be found here: <http://www.travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html#T>

There are equivalent website for citizens of other countries, including the following, among others:

* Australia: https://www.orao.dfat.gov.au/orao/weborao.nsf/Homeform?Openform
* Canada : http://travel.gc.ca/travelling/registration
* France: https://pastel.diplomatie.gouv.fr/fildariane/flux/protected/frameset/index.html
* Singapore: <https://eregister.mfa.gov.sg/eregisterportal/common/preLoginEregisterView.action>
* United Kingdom: <https://www.locate.fco.gov.uk/locateportal/>

*Visas*

Once you decide on a destination, immediately consult the country’s foreign ministry website to see if a visa is necessary and what steps are necessary to obtain one.

The State Department has a helpful website that explains entry requirements for US citizens and other helpful tips: <http://www.travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html#T>

*Flights*

If the Institute will be arranging your travel, you need to give the Program Assistant and Institute Administrator several weeks notice as processing these travel requests takes time.

If you are working for or conducting research with a humanitarian organization, consult “Fly for Good” for discounted travel for volunteers: <http://flyforgood.techtrav.com/index.php>

*Travel Insurance*

Tufts provides the International SOS program for all faculty, staff and students who are overseas country on university-related travel.  
  
The program offers many benefits including emergency medical evacuation, medically supervised repatriation, security evacuation assistance and 24-hour worldwide medical information and assistance.  
  
To obtain complete information on the program and to download a membership card prior to travel, please visit the dedicated Tufts International SOS portal at <http://finance.tufts.edu/risk_ins/?pid=6>.  
  
The Tufts corporate membership number is 11BCPS000093. You may also use that number to log into the International SOS website at [http://www.internationalsos.com](http://www.internationalsos.com/).   
  
Please note that International SOS is NOT health insurance. For instance, if you break your leg and need to go to the hospital, International SOS is available to evacuate you but would not cover the medical expenses.

If your personal health insurance does not provide overseas coverage, it is recommended that you purchase short-term travel health insurance.

Companies that provide travel insurance include:

* Travel Protectors: <http://www.travelprotectors.com/>
* World Nomads: <http://www.worldnomads.com/>
* TravMed: http://www.medexassist.com/

**Section 4: While In-Country**

Once you are abroad, be sure to stay in touch with the Institute. Check in with Heather and Sherman upon arrival and then at least every two days via phone or e-mail.

We expect that you will document your trip by taking photos, audio recording interviews and also writing short blog posts for our website.

Remember that you are a representative of Tufts and the Institute while you are overseas. You should be kind and gracious to your hosts and to anyone whom you meet with. Take local customs and culture into consideration and always be professional.

Consult the attached travel health and safety booklet for more information on local customs and travel health and safety.

**Section 5: Upon Return**

**Summary of Standards and Expectations**

Prior to departure, students are expected to:

* Check-in with Heather and Sherman regularly prior to departure
* Meet with Sherman to determine amount of IGL funding for your trip and provide hi
* Complete the IRB process and receive IRB approval before conducting research (if necessary)
* Attend a security briefing
* Pick up an emergency contact card containing IGL emergency phone numbers and Tufts SOS membership information
* Turn in all required documentation:
  + IGL/Tufts release form
  + Research abroad contract
  + Emergency contact spreadsheet
  + Copy of passport
  + Copy of flight itinerary
* Register with International SOS
* Register with State Department (if not a US citizen, register with the equivalent in your country)
* Pick up your research letter once all your paperwork is complete

While conducting research:

* Notify the IGL of your arrival to the destination and check in regularly thereafter
* Document your work through photographs, videos and/or audio recordings
* Blog on the IGL website
* Neither get involved in political activities of any kind nor put yourself in dangerous or reckless situations
* Leave your destination immediately should the situation become dangerous or should the IGL office ask you to leave due to the situation on the ground

Upon return:

* Provide the agreed-upon follow-up information (eg. research paper, policy recommendations, photo essays, etc.) by a set date (to be established before departure)
* Present orally or visually, via a poster board or slide show, video or the like, in the undergraduate research symposium in spring semester
* Work with the Multimedia Coordinator to create a short presentation piece for the website
* Identify your work as sponsored and supported by the IGL and use the IGL logo on all materials
* Send a letter of appreciation to your research sponsor