

IGL Research, Project and/or Experiential Education Process

Spring and Summer 2017

The following process is required of all students who plan to participate in an IGL-sponsored or funded research project. Please read through the entire process before beginning.

Requirements:

- All students planning to conduct research must complete a 15-20 page literature review before they leave
- All students planning to conduct research must have a faculty adviser who has completed his/her CITI training.
- All students planning to conduct research must have taken a research methodology course or have demonstrated experience conducting research with human subjects.

(<http://viceprovost.tufts.edu/sberirb/research-training-requirements/additional-student-requirements/>)

Step 1: Identify Topic and Location

- Set up a meeting with the Associate Director (heather.barry@tufts.edu) to discuss your research ideas.

Step 2: Research Proposal

- Submit a 2-3 page write-up of what you want to research and the types of people you want to interview, along with dates for the trip
- Include an annotated bibliography of at least 10 sources
- Include an initial budget
- Submit to Associate Director (heather.barry@tufts.edu)

DUE DATE: FOR SPRING BREAK, DUE JAN 22; FOR SUMMER, DUE MARCH 1, 2017

STOP: Obtain approval from IGL before moving forward.

Step 3: Pre-IRB Form

- Submit pre-IRB form to Associate Director
- Be prepared to turn around any edits quickly; there is often a somewhat tight time window
- The pre-IRB form will be reviewed by the IRB office to determine if and how you must submit a proposal for human subjects review.

DUE DATE: FOR SPRING BREAK, DUE JAN 24; FOR SUMMER, DUE MARCH 8, 2017

Step 4: Country Travel Warning

- Check the State Department web site (<https://travel.state.gov/content/passports/en/alertswarnings.html>) to determine if there is a travel warning for the country you intend to go to.
- If there is not, go to STEP 5
- If there is a travel warning, you need to have the trip reviewed by the university's Review Committee for International. The information for this can be found at the Tufts Travel Portal (http://tufts-travel.terraotta.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=17874CDE-5056-BA1F-7472E277A2C96905) and it should be submitted as soon as possible since the committee meets monthly.

STOP: Before you submit to the Travel Review Committee, review your materials with the IGL Associate Director

Step 5: Pre-IRB Decision

- If it is determined that your research or project is EXCLUDED from the IRB, go to STEP 7
- If you have to submit your proposal through the IRB, you must find a faculty adviser.

Step 6: IRB

- Once your pre-IRB form is reviewed by the IRB office, you'll need to fill out the IRB Proposal and complete the CITI training.
- The IRB (Institutional Review Board) is a panel of Tufts' faculty and staff that reviews all human subject research proposals to determine if they are assuring adequate protection of human participants. The composition and authority of this committee is established by the Code of Federal Regulations. Failure to obtain IRB approval or an exclusion prior to beginning human subject research is considered noncompliance and can put university federal funding in jeopardy.
- Forms for the IRB can be found at: <http://viceprovost.tufts.edu/sberirb/submission-process/submit/>
- CITI Training: <http://viceprovost.tufts.edu/sberirb/research-training-requirements/citi/>

STOP: The Associate Director needs to review your IRB forms before they are submitted to the IRB
DUE DATE: FOR SPRING BREAK, DUE FEB 1; FOR SUMMER, DUE MARCH 28, 2017

Step 7: Begin Gathering Contacts

- Develop a list of potential contacts for your research or project and submit to Associate Director

Step 8: Visas and Vaccines

- Determine if you need a visa to the country you plan to travel to (or are transiting through); if you do, apply early unless it is one that you can easily get at the airport (you can do this by looking up the web site for the US embassy of the country you plan to go to)
- Determine what vaccines you might need; make an appointment with Tufts Health Services (<https://wwwnc.cdc.gov/travel/destinations/list>) -- provide the IGL with the information that you received or don't need any additional vaccines

Step 9: Budget and Funding Form

- Update your budget with researched/confirmed prices for specific places/dates
- Submit the budget with the IGL Funding Form (please make sure to fill out all parts of the form and save in Adobe Acrobat. The IGL will advise you of the final decision and amount it is able to fund.

Step 10: IRB Approval

- Submit IRB approval to the IGL
- Begin reaching out to potential contacts and arranging meetings

Step 11: Travel Security

- Attend a travel security meeting – this is mandatory, date and time TBD
- Call ISOS and speak with the desk person for the country you are travelling to, record name of the person you spoke to and case number/date
- Print out or get a copy of the ISOS emergency contact information for Tufts

- Print out or get a copy of the IGL emergency contact information

Step 12: IGL and University Forms

- Emergency Contact Form – email an electronic version to the IGL
- IGL/Tufts Release Form – if you are an undergraduate student, your parent or guardian must sign it
- Research Abroad Contract
- Copy of your Passport
- Travel itinerary with flights and accommodations
- Register with the Tufts Travel Registry: https://tufts-travel.terradotta.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=1755C1C9-5056-BA1F-7451BFD99A3CD607

[travel.terradotta.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=1755C1C9-5056-BA1F-7451BFD99A3CD607](https://tufts-travel.terradotta.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=1755C1C9-5056-BA1F-7451BFD99A3CD607)

- Register with the US State Department: <https://step.state.gov/step/>

DUE DATE: FOR SPRING BREAK, DUE MARCH 17; FOR SUMMER, DUE APRIL 30, 2017

Step 13: Literature Review

- Submit your 15-20 page literature review to the Associate Director

DUE DATE: FOR SPRING BREAK, DUE MARCH 17; FOR SUMMER, DUE MAY 8, 2017

Step 14: Final Research Proposal

- Submit updated contacts

Step 15: Conduct Research/Project

Step 16: Blog Posts for the IGL Site

- Depending on length of trip, you will be asking to submit 1-3 blog posts with a photo of you in the field for the IGL site; amount and due dates will be determined independently

Step 17: Complete Final Paper or Project

- Submit to IGL by agreed upon due date (set before the trip begins)

Step 18: Tufts Undergraduate Research Symposium

- If you are an undergraduate, you will be required to present your research at the annual undergraduate research symposium

DUE DATE: APRIL 2017 or APRIL 2018