

The following 14 step process is required of all students to participate on IGL-sponsored research trips. Click here for a printer-friendly version.

#### Step 1: Identify your topic

- Prepare a one-page overview and an annotated bibliography (minimum 10 sources)

Stop: Discuss your topic with Sherman or Heather

#### Step 2: Prepare a research proposal

- 3-5 page discussion of topic
- Budget, including personal contribution
- List of potential contacts/organizations
- Tentative itinerary
- Sample interview questions
- A copy of the U.S. Department of State circular of proposed country :: [State Department Website](#)

Stop: Get proposal approved by Sherman or Heather

#### Step 3: The IRB :: [Institutional Review Board Website](#)

The IRB (Institutional Review Board) is a panel of Tufts' faculty and staff, as well as at least one individual, 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 exemption prior to beginning human subject research is considered noncompliance.

- Prepare IRB proposal :: [IRB Cover Sheet](#) [IRB Application](#)
- Additional required forms include:
  - Debriefing form :: [Debriefing Elements](#)
  - Consent form (if you are interviewing people who do not speak English, the form also needs to be prepared in the language they will be interviewed in) :: [Informed Consent Form \(18+\)](#) [Informed Consent Form \(under 18\)](#) [Request for Waiver of Consent](#)
  - Sample questions for the different types of people you plan to interview
- Sample proposals
- Complete the online tutorial and print out/download the completion certificate - this will need to be turned into the IRB to demonstrate completion of the tutorial (the tutorial is more focused on medical/health issues in some areas but all of it is required to be completed) :: [Online tutorial](#)

Stop: Obtain approval of IRB proposal from Sherman or Heather before submission

#### Step 4: Submit IRB Proposal

- The proposal should be submitted to the IRB at least two weeks before the IRB meeting :: [IRB meeting schedule](#)

#### Step 5: Contacts

- List of confirmed contacts (with attached email correspondence) -- In the US and in the proposed travel region(s)
- List of potential contacts (with initial correspondence) -- In the US and in the proposed travel region(s)

#### Step 6: Final Budget

- Provide final budget with funding sources

#### Step 7: Visas and Vaccines

- Do you need a visa for where you are traveling or for any countries that you are transiting through? :: [US State Department visa information](#)
  - If yes, provide paperwork that shows your application for the visa or that you can get one at the arrival airport
- Do you need any vaccines for where you are traveling? :: [CDC vaccine information](#)
  - If yes, provide documentation for the vaccines that are required, that you have received or that you are scheduled to receive

#### Step 8: Contract and Permission to participate on an IGL-supported trip

- You need to print out and sign a research abroad contract :: [Research abroad contract](#)
- You need to print out and sign a Student / Parent waiver :: [Student / Parent waiver](#)

#### Step 9: Final Itinerary

- Prepare final itinerary for the research trip including scheduled meetings
- Prepare your contact information for research trip

#### Step 10: Prepare Final Research Proposal

- 20 page literature review on topic
- Budget
- Itinerary and contact information
- List of contacts with short biographies (or descriptions if it is an organization)
- IRB approval
- Signed research abroad contract
- Signed student waiver
- Signed parents' waiver
- Visa and vaccine information
- International SOS card copy
- Parent contact information

Stop: Get final approval from Sherman

#### Step 11: Fill out research scholarship/grant forms: (Check voucher forms must be filled out at the

Institute for Global Leadership at 96 Packard Avenue)

- US Citizens: Check Voucher Form and [W-9](#)
- Resident Aliens: Check Voucher Form, [Section A of Alien Payment Form](#) and [W-9](#)
- Non-resident Aliens: Check Voucher Form, [W-8 BEN](#) and [Alien Payment Form](#)

Step 12: Complete final paper or project and submit signed IRB Consent Forms

Step 13: Presentation of research trip at the Tufts Undergraduate Research Symposium in March

Step 14: Prepare powerpoint presentation based on your research trip

Finished