Preparing for Domestic Fieldwork

☐ Ensure all paperwork for the department and LGS have been completed (updated committee forms, candidacy forms, etc.)

☐ Provide the following information to Graduate Coordinator:
  ☐ Anticipated dates of fieldwork
  ☐ Updated copy of IRB Human Subjects Research Approval form; one for each 12 month period in the field
  ☐ Anticipated return date
  ☐ Meet with committee members to inform them of fieldwork plans.
  ☐ Submit change of address to Graduate School and Registrar/Bursar’s Office for payment of fee and completion of registration.

Preparing for International Fieldwork
(above requirements plus)

☐ Provide the following information to Graduate Coordinator:
  ☐ Field address, phone, email
  ☐ Address and phone of emergency contact in U.S.
  ☐ Information on all funding granted for field work, including amounts, dates, etc.
  ☐ Copies of grant proposals
  ☐ Provisions for continuation of registration and payment of fees.
  ☐ Updated copy of IRB Human Subjects Research Approval form; one for each 12 month period in the field
  ☐ Copy of (I-9, I20,I94)

Returning from Fieldwork

☐ Alert the ADA and Graduate Coordinator if you will be teaching upon your return.
  • Fall teaching-: deadline Feb. 1st
  • Spring teaching- deadline Sept. 1

☐ Provide Graduate Program Coordinator U.S. address, phone, etc.

☐ Submit receipts for expenses within 10 days of return from fieldwork to ADA or Graduate Program Coordinator.