**Checklist for International and Field Research**

*(Download this checklist and keep it handy:*

[*http://pangea.stanford.edu/resources/international-research-resources*](http://pangea.stanford.edu/resources/international-research-resources)*)*

**Please consider all of these before you go…**

**General Resources – find many more resources on these sites**

SES Field Programs: *pangea.stanford.edu/academics/field-programs*

Stanford’s Office of International Affairs: *oia.stanford.edu*

Vaden Travel Clinic: *vaden.stanford.edu/travel*

Stanford's International Travel Assistance Program : *internationaltravel.stanford.edu*

**Travel, Logistics, Documents**

⬜ Register with the Dept. of State’s [Smart Traveler Enrollment Program](http://www.google.com/url?q=https%3A%2F%2Ftravelregistration.state.gov%2Fibrs%2Fui%2F&sa=D&sntz=1&usg=AFQjCNG2ND02JWrnDzgmoueQlHXJrORc4Q) (formerly “Travel Registration” or “Registration with Embassies”)

⬜ **Tell your department or program where you are going**

⬜ Passport – make copies and store them separate from your passport. Leave copies at home with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ?

⬜ Check that you have an appropriate [Visa entry/exit](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html) (research vs. tourist) – store extra copies as above

⬜ Do you have all necessary research permits? Know what is required locally; whom you may need to contact or register with.

⬜ Memos of Understanding - do you need a formal agreement with any local collaborators or institutions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ?

⬜ Travel itinerary - flight, airport transport, Fly America Act (FAA), train information; dates; hotel reservations. Leave travel and lodging information with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ?

⬜ Car/Truck Rental information – Stanford [negotiated rates](file://localhost/hhttps/%3A%3Awww.stanford.edu%3Agroup%3Afms%3Afingate%3Astaff%3Atravel%3Awebauth%3Acar_rental.html); [International Driving Permit](http://travel.state.gov/travel/tips/safety/safety_1179.html) needed? [Insurance and accident information](https://www.stanford.edu/group/fms/fingate/staff/travel/webauth/car_rental.html#car_rental_accident)?

⬜ Travel Insurance

⬜ Talk with your advisor/research group about any best practices or concerns for your particular research

**Health and Safety**

⬜ Have phone numbers/membership cards for travel medical insurance (all on SES Emergency contact card):

 \_\_\_ Cardinal Care members: [On](http://internationaltravel.stanford.edu/getting_started) [Call International](http://www.oncallinternational.com/)

 \_\_\_ Postdocs: [MedEx](http://internationaltravel.stanford.edu/getting_started)

\_\_\_ Faculty, Staff, and Students NOT covered by Cardinal Care: [International](http://www.internationalsos.com/en/index.htm?CFID=26176418&CFTOKEN=62857503)[SOS](http://www.internationalsos.com/en/index.htm?CFID=26176418&CFTOKEN=62857503)

\_\_\_ Your own other medical insurance?

⬜ Have phone numbers/membership cards for [International SOS](http://internationaltravel.stanford.edu/getting_started) (Non-medical emergency situations, e.g. evacuations, kidnapping, natural disasters) (all on SES Emergency contact card)

⬜ Vaccinations (rabies etc.) and Prophylactic medications (malaria etc.)

 Make appointment with [Vaden Travel Clinic](http://vaden.stanford.edu/travel/) early!

⬜ Local or seasonal natural hazards - emerging diseases, storms, floods, etc.

⬜ Political or civil unrest - anticipate if you might be targeted or vulnerable

⬜ Extra prescriptions - store in separate places

⬜ Safety and First Aid Equipment

⬜ Do you know where the closest medical facilities are to your field area?

⬜ [Local 911 numbers](http://studentsabroad.state.gov/content/pdfs/911_ABROAD.pdf)

⬜ Familiarize yourself with local customs, greetings, modes of dress, etc. to avoid drawing negative attention to yourself.

⬜ Learn the area beforehand—study maps, research safe neighborhoods, know what forms of transportation are safest

⬜ Find out if there are any common tourist scams, e.g. "helping you find a taxi"

**People You Are Responsible For**

⬜ Prepare undergrads and other team members in advance

⬜ Explain the scope of work in writing (ie, memo of understanding; liability waiver); review and sign MOU with them

⬜ Explain any safety and health issues related to the research, including local health or physical hazards

⬜ Be sure someone on your team - ideally several people including you - have necessary first aid training (backcountry/wilderness training if appropriate)

⬜ Ask your team members in advance for any health/medical information you should know about in case of an emergency (Emergency Contact and Medical History Form available on [SES Field Programs website](https://pangea.stanford.edu/academics/field-programs))

⬜ Have team members sign a liability waiver if appropriate, especially if they decline to disclose any health information

⬜ Leave names and emergency contact information of students you are responsible for with your advisors and staff

⬜ Have an emergency plan for the field, e.g. a place to meet if you get separated unexpectedly

**Equipment, Materials**

⬜ Computer - have a way to back up your data, e.g. hard drives, thumb drives, DVDs

⬜ Cell phone that will work in your locoation/Satellite Phones

⬜ GPS, other electronic equipment

⬜ Other research equipment - consult excise tax rules in appropriate

⬜ Chargers; electrical current and socket adapters

⬜ If you will be returning samples and equipment to Stanford, do you know the appropriate international shipping and customs information?

**Contact Plan - Who needs what information? Who are you going to contact in an emergency?**

⬜ Obtain a copy of the SES Emergency contact card from your student services person.

⬜ Make sure you have a physical list of phone numbers!

⬜ Family and Emergency Contacts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⬜ Advisors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⬜ Stanford and School Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⬜ Local Collaborators or Contacts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⬜ **Be sure YOUR emergency contact information is on file with your department.**

**Other – What might be important in your specific situation?**

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