

CONGRATULATIONS!

You have received a travel award from ISA;
How do you get your money?????????????

Contact:

Shelley Clarke 962-6879 or
sclarke@email.unc.edu

irb.unc.edu

Any research involving human subjects proposed by faculty, staff, or students must be reviewed and approved by an IRB before research may begin, **and before related grants may be funded.**

January 28, 2014: Recent changes in our computer system (IRBIS) have led to a delay in processing time. **This is impacting the time it takes to review and approve submissions.** We appreciate your patience while we get through this transition.

2014 IRB Committee Meeting Dates and Submission Deadlines

IRB Committee meeting: Deadline:

- March 11, 2014 February 25, 2014
- April 8, 2014 March 25, 2014
- May 13, 2014 April 29, 2014
- June 10, 2014 May 27, 2014
- July 8, 2014 June 24, 2014

- Please make IRB determination early as the process is subject to the OHRE”s review schedule.
- Email IRB approval or waiver to me at sclarke@email.unc.edu

NOTHING CAN PROCESSED UNTIL YOU HAVE YOUR IRB APPROVAL OR WAIVER!

International Insurance

- International insurance through HTH.com
- I will purchase insurance for you and deduct from your award. When you know your travel plans, I will need the following:
 - Name
 - Date of birth
 - Gender
 - Dates of travel – Email me copy of airfare
 - Address (preferred address is “international” location (if known at the time of the roster submission). Otherwise, home address)
 - Home country
 - Host country
- No limit on # of days
- RATE - \$1.30/DAY
- examples:
 - $1.30 * 14 \text{ days} = 18.20$
 - $1.30 * 30 \text{ days} = \39.00
 - $1.30 * 65 \text{ days} = 84.50$

--STUDENT PARTICIPANT HARD WAIVER--
 UNCIP MINIMUM INSURANCE COVERAGE REQUIREMENTS QUESTIONNAIRE

Any student study abroad participant expressing his/her desire to waive out of UNCIP's master insurance plan must complete and sign the following comparability questionnaire regarding any other insurance coverage. **With the exception of a *Medical Evacuation & Repatriation of Remains exclusion clause, no other health plan will be considered equivalent to the UNCIP health plan if it does not meet ALL of the following minimum coverage and limit requirements.**

Worldwide coverage <i>other than</i> in Home or Regular Domicile Country	Yes ___	No ___
Twenty-four (24) hours per day coverage outside the US	Yes ___	No ___
Primary coverage over other insurance	Yes ___	No ___
Maximum permissible deductibles \$250	Yes ___	No ___
No-Coinsurance	Yes ___	No ___
Pre-existing Conditions covered	Yes ___	No ___
Medical limits for injury and sickness (Minimum \$100,000)	Yes ___	No ___
Repatriation of Remains to Home or Regular Domicile Country (Min. \$75,000)	Yes ___	No ___
Medical Evacuation by land, water or air travel for injury or sickness (Min. \$75,000)	Yes ___	No ___
Accidental Death & Dismemberment (Minimum \$10,000)	Yes ___	No ___
Medical payments based on no less than "Usual, Customary & Reasonable Charge"	Yes ___	No ___
Medical Benefit Period no less than 52 weeks unless coverage limit exhausted	Yes ___	No ___
Rental or Purchase, whichever is less, of Durable Medical Equipment	Yes ___	No ___
Dental coverage for repair due to injury of sound teeth (Min. \$100 per tooth)	Yes ___	No ___
Coverage for nervous and mental disorders including drug or alcohol abuse (Min. limits - up to \$500 as Outpatient or 50% up to 30 days Inpatient)	Yes ___	No ___

Any "No" answer (other than Medical Evacuation and Repatriation) disqualifies any other health plan coverage from meeting the UNCIP's equivalent requirement. *Although these coverages are not required to be provided by the certified equivalent health plan, coverage is still required and in lieu, must be purchased as referenced below.

FOREIGN INSURANCE: UNCIP's master plan may be waived if there is a mandatory insurance requirement by the host institution, by the country of destination, or where a foreign government requires another type of coverage. The student may still, however, voluntarily purchase coverage under the UNCIP's master plan for the duration of the sponsored study abroad curriculum at a rate of \$1.32 per day.

If applicable, please initial here _____ and sign below.

MEDICAL EVACUATION & REPATRIATION: In addition to any otherwise equivalent domestic or foreign health plan, students *must* purchase medical evacuation and repatriation. Rate: \$12.55 for each 30 days or remaining fraction thereof.

EXTENDED TRAVEL: Extended travel coverage (travel prior to and/or after the curriculum) is available to student participants for a maximum of (30) days and a minimum of (2) days, at a rate of \$2.63 per day. A separate Roster is required.

ACKNOWLEDGMENT: I understand and acknowledge that the University has no liability or responsibility for my health coverage or related expenses while I am traveling abroad or participating in the study abroad program sponsored by _____

(Department and/or Program Name)

Participant's Name, Signature & Date

Policyholder's Name, Signature & Date

Name of Insurance Company

Policy Number

Name of Insurance Agent

Company & Agent Phone Numbers including A/C

Global Travel Registry

- All UNC students, faculty, and staff traveling on UNC programs or projects are **required** to submit their itinerary to the registry.

globaltravel.unc.edu

Advances

I will be out of the office May 15-June 2, 2014

Please plan accordingly and turn in your paperwork early.

If IRB approval comes in during this time, I will process advances when I return.

Travel - Airfare

Airfare

- Not allowed to reimburse airfare until after travel is completed.
- Not allowed to advance airfare

However.....

- Are allowed to purchase airfare using:
Central Airfare Billing

Viking Travel – Deby - #919-968-4491

deby@vikingtravel.com

Email or Call Deby to arrange airfare. Ask her to send the itinerary to me for approval and processing.

I can purchase your airfare for you through a UNC approved travel agent - no out of pocket expense for you.

or

Reimburse airfare when you return.

Your cost: airfare cost + \$35 Agency fee

Travel Advance

- Can advance travel expenses with the exception of airfare.
- I will need the following:
 - Whether you will be leaving from Chapel Hill or somewhere else
 - Dates of travel
 - Location of travel
 - Projected in country expenses
 - # days meal per diem
 - Lodging
 - Taxis, buses, boats, mules, etc.

Forms needing your signature for Advance

- If not employed by UNC, you will need to sign the “Student, Non-Employee Travel Agreement
- Everyone will need to sign the “Bar Code form”.

- Advance will be ready approximately 10 days before you leave FOR THIS TRIP. If you are leaving Chapel Hill before this, I need to know! Please be sure to check with me at least 30 days in advance to make sure I will be here.
- Advise us of any changes to your travel plans
- Advance will not be issued until I have IRB approval or waiver.
- Check will be sent to me. You must pick check up or make other arrangements in advance.

When you return.....

- All receipts are due within 10 days of your return from the trip.
 - Receipts needed:
 - Boarding passes
 - Housing
 - Taxis, buses, etc.

Complete Expense report and email to:

sclarke@email.unc.edu. Send copy with receipts.

EXPENSE REPORT						
DESTINATION	AIRFARE:	Amount - Foreign Currency	AMOUNT U.S.\$	Receipt attached *	Comment	
DESCRIPTION	GROUND TRANSPORTATION:					
	BUS					
	BUS					
	BUS					
	BUS					
	TAXI					
	BOAT					
	TRAIN					
	MULE					
	CAR RENTAL					
	10 trip metro card					
	Housing					
DESCRIPTION	MISC:					
	EXIT TAX					
TOTAL COSTS:				\$	-	

UNC:
list each individual trip.

Cuba License and Affiliation

TO OBTAIN A CUBA LICENSE:

- Contact Beatriz Riefkohl Muñiz by email (riefkohl@email.unc.edu) to discuss your research plan and ensure that it falls under the parameters of the UNC licenses.
- University traveler completes the following forms:
 - Request for authorization to travel to, within, and from Cuba
 - **If student –(must be registered at UNC-CH)**
 - Travel affidavit (read and sign)

You will also have to submit:

- **Letter from your advisor confirming the activities to be conducted in Cuba are directly related to your degree objectives**
- **Letter confirming affiliation to a Cuban sponsor institution (Cuba visa requirement)**
- Please request and submit original hard copies of the forms to Shelley Clarke at CB 3205 or bring to Room 3206 at the Fed Ex GEC. **Note: Fax or electronic copies will not be accepted.**
- If you have any questions, please contact Shelley Clarke (sclarke@email.unc.edu)

REPORTS

Travel reports are required by our sponsors.

They help us solicit future funds.

They help us identify areas of need and collect recommendations to make our program's more relevant.

Are you eligible to re-apply?

ISA Graduate Orientation

Save the date: September 4, 2014 5:00 pm

Bring a friend!