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
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 days = 18.20
  - 1.30 * 30 days = $39.00
  - 1.30 * 65 days = 84.50
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.

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

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 (10) 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)

<table>
<thead>
<tr>
<th>Participant’s Name, Signature &amp; Date</th>
<th>Policyholder’s Name, Signature &amp; Date</th>
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<tbody>
<tr>
<td>Name of Insurance Company</td>
<td>Policy Number</td>
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<tr>
<td>Name of Insurance Agent</td>
<td>Company &amp; Agent Phone Numbers including A/C</td>
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</tbody>
</table>
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
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.
<table>
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<tr>
<th>DESTINATION</th>
<th>AIRFARE:</th>
<th>Amount - Foreign Currency</th>
<th>AMOUNT U.S.$</th>
<th>Receipt attached</th>
<th>Comments</th>
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<td>10 trip metro card</td>
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<td>MISC:</td>
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<td>EXIT TAX</td>
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**TOTAL COSTS:** $ -
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!