



CONGRATULATIONS!

You have received an award from ISA



How do you get your
money????????????

Show proof of IRB
approval or waiver

For information: irb.unc.edu

For on-line application:

<https://irbis2.research.unc.edu/irb/>

Any research involving human or animal subjects proposed by faculty, staff, or students must be reviewed and approved by the Office of Human Research Ethics before research may begin.



**This must be turned into Joanna Shuett
before your payment is processed.**

- The first step in determining if your project requires review is to read the OHRE's IRB Online Submission Guide.

- Please initiate your IRB application as early as possible as the process is subject to the OHRE's review schedule.

- Email IRB approval or waiver to: joshuett@email.unc.edu

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



Award Payment

If you are a U.S. Citizen:

Your award will be paid via GradStar. For tax purposes, it is considered income. UNC will issue a 1099 or a 1098 form at the end of January following the calendar year you received your award.

If you are not a U.S. Citizen:

Follow up directly with Joanna Shuett.



What do you need to obtain funds?



- IRB approval or waiver
- Check your address in Connect Carolina. This is the address your check will be mailed to unless you have completed a direct deposit form.
- If your address is different, please update it in Connect Carolina.

Review your Award Letter

Please carefully review the terms of your award, and contact Joanna Shuett if you have questions, or if you're not able to fulfill a requirement.

Remember to credit the correct program in any publication based on the research!



Data storage

Whether you are traveling abroad or in-country or working remotely, **BACK UP** data from computer, phone, camera or other electronic devices periodically. If traveling consider backing-up *during* your travels and *before* heading to your next destination. This may include photographs, notes, data, interviews, etc.

If your device is damaged, stolen or confiscated you will not lose the information!



Cuba

Regulations for travelling to Cuba require a few extra steps. Subject to change.

Check current regulations as established by the Office of Foreign Assets Control (OFAC) of the Department of Treasury.

Check Cuba Research Protocol at:

<http://isa.unc.edu/programs-activities/cuba-program/>

Provide proof of affiliation from a Cuban academic or research institution to conduct research in Cuba. This is necessary even for preliminary research projects.

Know the difference between license to travel and a visa!

International Travel Insurance

- All faculty, staff, and students traveling abroad in affiliation with the University are required to purchase international travel insurance, provided by GeoBlue.
- Contact Janet Hoernke (Janet_Hoernke@unc.edu) and provide the following information:
 - Name
 - Date of birth
 - Gender
 - Dates of travel (starting and end date)
 - Address (preferred address is “international” location, if known at the time of the roster submission. Otherwise, your home address)
 - Home country
 - If traveling to your home country, you do not need insurance if you would otherwise be covered there. If traveling to additional country you will need insurance for time in that country.
 - Host country
 - Email address
 - Arrange payment directly with Janet.
- No limit on # of days
- RATE – the cost will vary depending on the options you choose. Janet Hoernke will advise you of the current rates.



Global Travel Registry

<http://global.unc.edu/travel-info/global-travel-registry/>

- All UNC students, faculty, and staff traveling on UNC programs, projects, or business are **required** to submit their itinerary to the registry.
- Review the UNC Travel policy to countries with [current warnings and restrictions](#) . May need to complete a release form.
- Questions? Contact Andrew Hunt, Global Operations Specialist, in the Office of the Vice Provost for Global Affairs, andrew_hunt@unc.edu or +1.919.962.6022.

Reporting back

Due: 30 days after the end of your award.

Written travel reports are *required* by our sponsors.

They also help us identify areas of need and collect recommendations to make our programs more relevant.

Please share the outcomes of your activities. Were you successful in meeting your goals. If not, why not? And what did you learn? Do you have any recommendations or strategies for future applicants?

Are you eligible to re-apply?

Sometimes

Maybe

Perhaps

Possibly

It happens

Don't rule it out!

Talk to us about your project



Save the Date!

Come tell us about the success of your trip at the
ISA Graduate Orientation in September.

Bring a friend!

