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**Eck Institute for Global Health**

**Travel Grant Application**

**Information for person travelling**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **City** |  |
| **State, Country** |  |
| **Zip Code** |  |
| **Email** |  |
| **University/Organization** |  |
| **Designation:** | ☐ Undergraduate ☐ Graduate ☐ Faculty ☐ Other |

**Students complete the following**

|  |  |
| --- | --- |
| **Graduation Year** |  |
| **Degree Program** |  |
| **University** |  |
| **College** |  |
| **Major** |  |
| **Minor** |  |
| **GPA (overall)** |  |
| **Gender** |  |
| **Citizenship** |  |
| **Emergency contact name, address, phone, email** |  |
| **Name of EIGH faculty member advisor** |  |

**Faculty travelling or faculty advisor complete the following**

|  |  |
| --- | --- |
| **Title** |  |
| **University/Organization** |  |
| **College** |  |
| **Department** |  |
| **Emergency contact name, address, phone, email** |  |

**To be completed by all applicants**

|  |  |
| --- | --- |
| **Proposal title** |  |
| **Amount requested** |  |
| **Start date** |  |
| **End date** |  |
| **City and Country** |  |
| **Name of Partnering University/Organization** |  |
| **Address of partnering institution** |  |
| **Name of contact person at partnering institution** |  |
| **Email of contact person** |  |
| **Phone of contact person** |  |
| **Human subjects research?** | ☐ Yes ☐ No  |
| **If yes, have you provided IRB approval letter** | ☐ Yes ☐ No |
| **Does your research involve vertebrate animal research?** | ☐ Yes ☐ No |
| **If yes, have you provided IACUC approval letter?** | ☐ Yes ☐ No |
| **Undergraduates: Have you registered your travel information into the Notre Dame International Travel Registry** | ☐ Yes ☐ No |

**Description of Project (maximum 5 pages; use the following headings)**

* + **Project goals**
	+ **Project description**
	+ **Description of outside institutions/organizations that you will be partnering with, communication**
		- **with that organization, and specific commitment of the organization to your project**
	+ **Significance to global health**
	+ **Describe the social and cultural environment (e.g. social/cultural awareness, language, safety, living and working conditions; technical/infrastructure of laboratories or other work areas) in which you plan to undertake your project and how you have prepared yourself to work in that particular environment. In this section you should demonstrate your knowledge of the country you plan to travel in, your awareness of potential social/cultural sensitivities, and your plan to successfully navigate those issues**
	+ **Background and experience that demonstrate ability to carry out the project**
	+ **Time-line**

**Budget (**Itemization of airfare and other transportation, housing, meals, etc.)

**Budget justification** (Details about items on the budget (e.g., how estimated costs were calculated, why the travel is necessary, etc.))

**Required Supporting Documentation**

**Letter of support from EIGH faculty member advisor** - Undergraduate and graduate students must provide a letter of support from their EIGH faculty member advisor. The faculty advisor should discuss your potential and preparedness to undertake the proposed project. The faculty advisor should explicitly describe the support he/she will provide the student and the responsibilities for the student that he/she is committing to. The letter can be submitted with your application or emailed directly to nsoto@nd.edu. with the subject line “Your name – Advisor’s name”. Applications will not be reviewed until this letter is received.

**Letter of support from institution/organization that you are partnering with**, as applicable - If the applicant will be working with an institution/organization outside of the University of Notre Dame, a letter of support from that organization should be submitted with the application. The letter should explicitly describe the support the organization will provide for the proposed project and the person in the organization who is the main point of contact for the project. This letter can be submitted with your application.

**Human subjects research -** Projects engaged in human subjects research (i.e., interaction with a living person or obtaining private information from existing data, documents, records or

diagnostic specimens) must have their projects approved by the Human Subjects

Institutional Review Board (HSIRB) and documentation of approval must be included in the application package. Review deadlines and submission process at:

https://research.nd.edu/our-services/compliance/human-research/. Applications will not be reviewed until IRB approval documentation is submitted with the application.

**Before receiving the award, University of Notre Dame undergraduate students will need to complete the following required paperwork:**

1. For students who will travel abroad to conduct their project: Application for University-Sponsored International Travel for Undergraduate Students at the University of Notre Dame, to be submitted to the Office of International Studies, 154 Hurley Building, Notre Dame, IN 46556. Approval must be obtained at least 30 days prior to departure. This application is found at the URL: http://www.nd.edu/~ois/Faculty/Travel\_Policy.html (scroll to bottom of the page)

2. Liability waivers using a form approved by the University’s Office of General Counsel must be obtained before the proposed trip. (Students will receive these once their application has been processed.)

The Eck Institute for Global Health adheres to the [policies and procedures](http://international.nd.edu/assets/147592/ndi_undergrad_intl_travel_policy_8_29_14.pdf) set forth by Notre Dame International for undergraduate students.

Please direct any questions to Dr. Morales-Soto, Assistant Director, at 574-631-8506 or nsoto@nd.edu.