

Proposal Form for Expedited Review Process for International Trips that Include Lehigh Undergraduates

This form is for proposals for Lehigh travel *with undergraduate students* that a) is not to a country that is on the U.S. Department of State's Travel Warning list, and b) does not involve substantially higher than average risks stemming from either location or trip activities. Please see the Q&A on Oversight and Procedures for International Travel by Lehigh University Undergraduate Students for additional information on this process.

Typically, this proposal form is prepared and submitted by the faculty or staff member leading the trip. If this form is prepared and submitted by a student participant, then the completed form must also be signed by the faculty/staff leader.

During the expedited review process, ITAC will evaluate the information provided with the travel proposal and will either determine that no further review is completed and that the travel plans may proceed, or that the trip should be vetted through the ITAC full review process, which involves submitting another review form and subsequently receiving the Provost's permission to travel. ITAC review should be complete before any financial commitments, student registration, or program announcements are made. The expedited review process is typically complete within 10 business days. The full review process may take up to two months after receipt of the completed full review proposal form. ITAC meets approximately once a month, and proposals requiring full review must be considered by the full committee.

Section I.

1. Name of course/semester or program linked to this travel, or other reason for travel (E.g., "Engineers Without Borders 2014 Trip to Nicaragua," "SDEV 200 Trip to Kenya," "Travel to 2014 IPSA Annual Meeting"): _____

2. Name of the course instructor(s) and faculty advisor(s) for the travel/project. If there is none, please indicate that.

Course Instructor(s) _____

Faculty Advisor(s) _____

3. Name(s) and affiliation of individuals traveling:

_____ ___ UG ___ Grad ___ Faculty ___ Staff

_____ ___ UG ___ Grad ___ Faculty ___ Staff

_____ ___ UG ___ Grad ___ Faculty ___ Staff

_____ ___ UG ___ Grad ___ Faculty ___ Staff

(If more than four names, write "See attached" and attach an additional sheet with all names.)

If the group hopes to include people who are not Lehigh faculty, students, or staff, please provide an additional page explaining their relationship to the Lehigh traveler(s) and how they are connected to the trip.

4. Proposed travel dates: _____

5. Proposed countries of travel: _____

6. Please indicate the type(s) of your overnight accommodations, such as hotels, models, camps, organization housing, and/or homestays:

7. If this travel is organized by a student organization, please list the organization's name and the name, phone number and email of the club's advisor:

8. Trip leaders are required to have cell phone service throughout their trip. You may arrange with your cell phone provider to have international coverage for a short time. Please list the cell phone number you will be using during the trip, and explain whether you expect to have reliable cell phone service throughout the trip. If you will be purchasing a phone in-country, please indicate that you will provide the phone number when you have it. If you will not have reliable service, please discuss in your attached response sheet.

Section II. Please provide responses to the following items on an attached sheet.

9. Please explain, in one or two sentences, the purpose for the trip.

10. Please provide an itinerary for the trip. This itinerary should indicate all cities to be visited; the cities/locations where travelers will stay overnight; and the type of overnight accommodations (e.g., hotel; colleague's home).

11. Will a Lehigh faculty/staff trip leader be traveling with the undergraduate students at all times? If different people are leading different portions of the trip, please indicate which leader is covering each part of the trip, and explain how the coordination will occur. If no faculty/staff leader will be traveling with the group, please explain the circumstances under which students will be travelling unaccompanied.

12. Do the faculty/staff leaders have previous experience with travel in this area? If so, please briefly explain.

13. Will you be working with any in-country partner organizations or for-profit or non-profit vendors or contractors?

14. If visiting a country where English is not the primary language, how will any language barriers be addressed?

(continued on next page)

By submitting this Proposal to ITAC for review, I affirm that the information submitted is complete and accurate to the best of my knowledge. If the circumstances of the proposed trip change or the information provided is no longer accurate, I agree to provide ITAC with an updated proposal in a timely manner. If I receive notice of approval prior to providing an updated proposal, I will notify the ITAC Secretary so that the revised circumstances may be fully considered by the Committee. I understand that a final itinerary, including housing location and contact information, must be submitted before departure. I further affirm that I have read the materials provided by the ITAC Secretary on Lehigh travel abroad.

I understand that this proposal may be shared with the Dean of my college, the Provost and Provost's Office, and with the vice president and/or direct supervisor of any Lehigh staff member participating in this trip.

I understand that all trip participants must have health insurance that will cover international travel. If the program is registered through the Study Abroad Office, undergraduate health care abroad is covered by Lehigh's student health insurance coverage. Faculty, staff and graduate students are expected to have health insurance coverage, either through their regular insurer or through health insurance purchased for the trip.

I further understand that all trip participants are required to provide health information to the Study Abroad Office, or indicate that they are declining to provide this information. I understand that if trip participants have specific health issues, it is useful to notify ISOS, Lehigh's contractor for emergency health care coordination, in advance of the trip. This allows ISOS to prepare for possible medical contingencies, and gives ISOS an opportunity to brief the trip leader on the availability of high quality medical care in the travel area.

Name (please print): _____

Trip role (e.g., student leader, faculty leader): _____

Signature: _____

Date: _____

Email address: _____

Phone number: _____

If a student has prepared the proposal, the faculty/staff leader should review and sign below:

Faculty/ Staff Leader (please print): _____

Signature: _____

Date: _____

Email address: _____

Phone number: _____