International travel approval process

Dean of School (or designee)
determination that travel is essential based on established criteria*

Travel is research-related

- Travel Request Human Subjects Research (HSR)
  - Submit for IRB and ISC review: ISC Review: COVID Protocols
  - Faculty/Staff
    - Email to ISC with description of travel
    - ITRC
    - ITRC

Travel Request for non-HSR research

- Faculty/Staff
  - Email to ISC with description of travel
  - ITRC

Travel is not research-related

- Faculty/Staff
  - Email to ISC with description of travel
  - ITRC

Students

ITRC

Travel Registration**

* Travel is essential if: the activity (research, internship, study, etc.) cannot be done remotely; is needed for degree completion/capstone or for career or tenure advancement; postponement would cause significant harm or damage (e.g., compromise research results, prevent degree completion, etc.).

** Travel Registration for Faculty/Staff on non-research or non-sponsored research travel triggers a notification to the EAD/Administrative Lead of the school.