Obtain approval of Dean of School of their designee that travel is essential based on established criteria*

See list of designated approvers by school

Determination Made that Travel is Essential

Travel is research-related

Travel Request Human Subjects Research (HSR)

Submit for IRB review, and when obtained, for ISC review: ISC Review: COVID Protocols

Faculty/Staff**

Students

ITRC

Travel Request for non-HSR research

Faculty/Staff

Students

ITRC

Travel Registration with Tufts Travel Registry

Travel is not research-related

Faculty/Staff**

Students

ITRC

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

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