

Proposal Form for ITAC Full Review Process for International Trips Including Lehigh Undergraduates

This form is use by Lehigh faculty, staff, and graduate and undergraduate students seeking to travel *with undergraduate students* to a country on the U.S. State Department Travel Warning list. This form is also for use for undergraduate travel that ITAC has determined, after an expedited review, needs to complete the full review process. 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 advisor.

During the full review process, ITAC will evaluate the information provided with the travel proposal and will provide advice to the Provost regarding travel risks. The Provost will then either grant or deny the travel request. Review should be complete before any financial commitments, student registration, or program announcements are made. 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. 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 use an attached sheet to explain the circumstances under which students will be travelling unaccompanied.

4. 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.

5. Proposed travel dates: _____
6. Proposed countries of travel: _____
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. Contact name and phone/email for the trip leader: _____
9. 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 you will be using during the trip, and explain whether you expect to have reliable cell phone service throughout the trip. 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.

10. Please explain, in one or two sentences, the purpose for the trip.
11. 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).
12. If the travel involves field work or hands-on labor, please explain what is involved and provide a detailed description of the work, its location and proximity to medical care, and potential physical risks associated with the work.
13. How was this location chosen? If you are visiting a Travel Warning country/elevated risk country, please state the compelling academic reason and need for visiting this country.
14. Based on information from sources such as International SOS, the Centers for Disease Control, World Health Organization, U.S. Department of State, Lehigh past experience, or your own experience in the proposed travel region, what risks do you identify and how will they be addressed? Trip leaders are encouraged to hold a phone meeting with ISOS before submitting this proposal. Please see the Study Abroad Office for ISOS contact information and other resource information.
15. Have alternate sites been considered, for either the expected itinerary or as a backup itinerary should there be a crisis or increased level of risk in the Travel Warning/elevated risk country? Could this practicum/experience occur in a destination that is not currently a Travel Warning/elevated risk area? If not, why?

16. How do the benefits of travel to this region outweigh the risks? If your trip includes visiting a U.S. Department of State Travel Warning country: Explain why travel is believed to be safe to this region despite the Travel Warning. For what reasons should Lehigh circumvent the Travel Warning? How will the concerns of the DOS Travel Warning be addressed to help ensure the safety of students?
17. What experience and expertise do the faculty/staff leaders have in the target destination in general? What previous experience do the trip leaders have at the sites where programming will occur and areas through which travel will occur?
18. Please indicate the type(s) of your overnight accommodations, including hotels, camps, organization housing, and/or homestays. List the names of any organization that will be providing housing, or that will be facilitating your housing arrangements.
19. What security measures are in place at both accommodations and daytime travel sites? What is your experience with these facilities?
20. Please explain the types of transportation you will use during your trip, including private car or bus services, taxis, car or van rental, air travel, train travel, transit provided by an in-country partner or partner organization, etc. At what point in the trip will you use each form of transit? Have you vetted the safety of the transit providers? Will a Lehigh trip leader be driving at any point during the trip?
21. How have any in-country partner(s) and third-party organizations been vetted? If these organizations have in-country contacts, please provide the names and contact information. If the organizations have web sites, please list the web addresses. If you have written material about the organization, please submit it with your proposal. Please also indicate if the partner organizations have commercial general liability insurance coverage.

Please note: If an in-country partner/partner organization is providing goods or services, Lehigh University requires a written agreement. The Study Abroad Office will coordinate with the trip leaders and liaise with the Office of the General Counsel regarding approval of agreements and other issues. Responsibility for communicating with the partner organization and agreeing to any business terms is the faculty leader's. Please see the Study Abroad Office for sample agreements and general guidance regarding these matters.

22. If you have in-country partner(s)/partner organization(s), have they provided you with their contract or other written agreement? If so, please attach a copy.
23. If visiting a country where English is not the primary language, how will any language barriers be addressed?

(Continued on the 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: _____