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| **SECTION I: OFFICE OF RISK MANAGEMENT** |
| The purpose of this document is to ensure that researchers conducting international research have received approval from the [Office of Risk Management](https://www.tc.columbia.edu/controller/risk-management/) and the [Office of Global Engagement (OGE)](https://www.tc.columbia.edu/international-affairs/)(when appropriate) **before beginning their research with human subjects**.  This form serves as a guide for researchers to ensure that they have completed required documentation for international research at TC as part of their submission materials to Teachers College (TC) [Institutional Review Board (IRB) review.](https://www.tc.columbia.edu/institutional-review-board/)  For all study sites located outside of the United States, please respond to the following questions to the fullest extent as possible. |
| **All researchers** **regardless of the security level of the country** **must contact the Office of Risk Management**. |
| 1. Has the researcher reviewed the [Policy on International Travel](https://www.tc.columbia.edu/controller/risk-management/international-travel/#tab-10383837)?  * Yes * No |
| 1. Has the researcher reviewed the [Travel Preparation for All Travelers](https://www.tc.columbia.edu/controller/risk-management/international-travel/#tab-10383832)?  * Yes * No |
| 1. Is the researcher a faculty, staff, student, or other researcher (e.g., external) ?  * Faculty * Staff * Student * Researcher |
| 1. If the researcher is Faculty & Staff, have they reviewed the [Faculty and Staff Travel](https://www.tc.columbia.edu/controller/risk-management/international-travel/#tab-10383834) procedural practice?  * Yes * No |
| 1. If the researcher is a ***faculty or staff member,*** has the researcher completed and submitted the [Emergency Contact Form](https://www.tc.columbia.edu/media/administration/office-of-controller/23278_EmergenceContactFormTCFacultyandStaff.doc) and the [Itinerary Report Form](https://www.tc.columbia.edu/media/administration/office-of-controller/23276_DetailedItineraryReport.xls) to the Office of Risk Management?  * Yes * No * Both the Emergency Contact Form and the Itinerary Report Form must be included with the International Travel Approval Form |
| 1. If the researcher is a Student, have they reviewed the [Student Travel](https://www.tc.columbia.edu/controller/risk-management/international-travel/#tab-10383833) procedural practice?  * Yes * No |
| 1. If the researcher is a ***student***, has the researcher completed and submitted the [Emergency Contact and Medical Information Form](https://www.tc.columbia.edu/media/administration/office-of-controller/23279_EmergencyContactandHealthcareProviderFormConsultantsandStudents.doc), the [Release and Authorization Form](https://www.tc.columbia.edu/media/administration/office-of-controller/23280_StudyTourReleaseandAuthorizationForm.doc), and the [Itinerary Report Form](https://www.tc.columbia.edu/media/administration/office-of-controller/23276_DetailedItineraryReport.xls) to the Office of Risk Management?  * Yes * No * The Emergency Contact and Medical Information Form, the Release and Authorization Form, and the Itinerary Report Form must be included with the International Travel Approval Form |
| 1. For countries of interest with a ***security level of 3 or 4***, has the researcher submitted the [International Travel Approval Form](https://www.tc.columbia.edu/media/administration/office-of-international-affairs/International-Travel-Approval-Form-FacultyStaff-simplified-version.pdf) from the Office of Global Engagement?  * Yes * No * The International Travel Approval Form must be processed by the Office of Risk Management for review and approval of the travel |
| 1. Has the researcher registered for [GeoBlue Traveler Insurance Coverage](https://www.geo-blue.com/index.cfm) in advanced?  * Yes * No * If you have not registered for the GeoBlue Traveler Insurance Coverage, please contact the [HR Department](https://www.tc.columbia.edu/human-resources/) for additional information and registration code regarding GeoBlue Traveler Insurance Coverage |
| 1. Before departure, has the researcher registered their travel on [Columbia University Global Travel](https://globaltravel.columbia.edu/content/isos-mytrips)?  * Yes * No * Please be familiar with Columbia University Global Travel’s health, safety, and transportation information and instructions on what to do when medical and security concerns arise when abroad |
| If there are additional questions regarding the necessary documents and requirements to be approved for international travel from the college, please contact the Office of Risk Management:  **Office of Risk Management**  *Email:* [kaplan@tc.edu](mailto:kaplan@tc.edu)  *Phone:* (212) 678-3482  RH 01L |

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| **SECTION II: OFFICE OF GLOBAL ENGAGEMENT ASSESSMENT** |
| 1. Will the study site be located outside of the United States?   No  Yes → Please list the country(s) of travel  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Every country of travel requires a **separate** International Approval Form to be completed and have the appropriate sign-off. If you are conducting research in multiple countries, you need to complete a separate form for each country of travel. |
| 1. Visit the [U.S. Department of State](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/) website and use the search bar under “Learn about your destination” to look up the country of travel. Which of the following categories of risk level does the country of interest fall under?   Level 1: Exercise Normal Precautions  Level 2: Exercise Increased Caution  Level 3: Reconsider  Level 4: Do Not Travel   * If the country of interest has a security level of 1 or 2, researchers do not need to contact the Office of Global Engagement; proceed to the Office of Risk Management * If the country of interest has a security level of 3 or 4, please immediately contact the Office of Global Engagement and request the e-routing process of the [International Travel Approval Form](https://www.tc.columbia.edu/media/administration/office-of-international-affairs/International-Travel-Approval-Form-FacultyStaff-simplified-version.pdf) |
| If there are additional questions regarding the International Travel Approval Form or the e-routing process, please contact the Office of Global Engagement:  **Office of Global Engagement**  *Email:* [globalengagement@tc.columbia.edu](mailto:internationalaffairs@tc.columbia.edu)  *Phone:* (212) 678-3940  President’s House, 2nd Floor |

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| **SECTION III: INSTITUTIONAL REVIEW BOARD** |
| **TC Institutional Review Board (IRB) requires researchers interested in international research to upload documentation from the Office of Risk Management and Office of Global Engagement to their protocol submission with their Mentor IRB application.** |
| 1. Has the researcher uploaded documentation from the Office of Risk Management confirming their approval for international travel?  * Yes * No |
| 1. Has the researcher uploaded documentation from the Office of Global Engagement (if applicable)?  * Yes * No |
| If there are additional questions regarding human subjects research participant protection concerns, please contact the TC IRB Office:  **TC Institutional Review Board Office**  *Email:* [IRB@tc.edu](mailto:IRB@tc.edu)  *Phone:* 212-678-4105  Russell Hall, Room 13 |