Preparing for Fieldwork:

_____ Meet with Committee members to inform them of fieldwork plans.

_____ Submit Fieldwork Information Packet to Graduate Coordinator:

1. Fieldwork Information Form
2. Copy of your passport
3. Copies of grant proposals
4. Student – COMPASS Financials Access Request Form
5. Updated copy of IRB Human Subjects Research Approval form; one for each 12 month period in the field

_____ Return building keys to Graduate Program Coordinator.

_____ Submit change of address in People Soft (Self Service>Personal Information):
https://hrprod9.emory.edu/psp/hrprod9/?cmd=login&languageCd=ENG&

_____ Register with Emory ISOS:

_____ Request letter of research intent and security, if needed, from Graduate Coordinator two weeks prior to departure.

Returning from Fieldwork:

_____ Request, in writing, Stage 1 Post-Field Funding 30 days prior to requested start date.

_____ Provide Graduate Coordinator U.S. address, phone, etc.

_____ Submit receipts for expenses within 10 days of return from fieldwork. See Graduate Program Coordinator.