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. 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):
  [http://leo.cc.emory.edu/](http://leo.cc.emory.edu/)

- 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.