CGE Faculty Grantees Pre-Departure Checklist

Initial Steps

☐ Complete UMB’s International Travel Request Form to get your trip approved.

☐ Confirm that your students completed the UMB International Travel Form for Students.

☐ Set the in-country dates for the project and communicate this to your students and CGE.

Travel Logistics

☐ All UMB international travelers are required to book international travel through a UMB-approved Travel Agent. CGE will assist in securing students’ plane tickets.

☐ Advise students about any personal travel before or after the project. They are responsible for covering any extra costs of their personal travel additions. They can work with the CGE and the travel agent to find the safest and most affordable itinerary.

☐ Please advise your students about the need to apply for visas.

International SOS Travel Assistance Program

☐ Register your trip with International SOS, UMB’s Global Travel Assistance Program. This allows International SOS to assist you more expeditiously if you need their services while overseas. Please note that International SOS provides emergency medical and evacuation services; your primary health insurance should be maintained as your first insurer.

☐ Download the International SOS app for immediate access to service from your mobile phone while traveling. When you open the app, it will know your location and instantly provide a button for you to connect with their closest office to assist you. You can call them if you experience a medical condition or have a question about your safety. They are there to assist you any time of day or night. They will call UMB on your behalf if they need to authorize any procedures.

☐ Print and travel with UMB’s International SOS insurance card.

☐ Confirm students register with International SOS.

☐ NOTE: You may want to advise your students to consider their personal travel schedules and any situations at home in order to make a decision to purchase extra travel insurance, which would cover a personal event that leads to a disruption in their planned travels and airline ticket change fees, especially for personal travel booked on non-refundable tickets. International SOS provides evacuation for medical or security purposes, and UMB provides emergency medical coverage for trip-related accidents or injury only.
**Scheduling**

- Set up an initial meeting with your student team.
- Define the project goals and deliverables before your team meeting.
- Outline a timeline and schedule for pre-departure activities based on the team’s availability. We recommend at least three sessions to cover relevant content and assignments as well as social gatherings to encourage building team dynamics.
- Remind students that they are responsible for working with their schools and academic mentors if they intend to receive credit for their experiential global learning opportunity.
- If needed, students should be instructed to complete the research and human subjects training (UMB Biomedical Research or Social & Behavioral course) and provide a certificate of completion.

**Housing and In-Country Logistics**

- Provide your students with information regarding in-country logistics such as housing, meals, transportation, and guidelines/rules that they will be expected to follow during the project. Please review any preferred processes you or your international partnering organization has for students to pay for services.
- Remind your students to review all of the required information in the U.S. Department of State’s International Travel Checklist and read the country information on health and safety, locations of embassies/consulates, passport and visa requirements, and local transportation.
- Recommend that all U.S. citizens in the group register their trip with the State Department’s Smart Traveler Enrollment Program (STEP) before you leave the U.S. You will receive important information from the Embassy about safety conditions in your destination country. If necessary, the U.S. Embassy will notify you in case of an emergency including natural disasters, civil unrest or even a family emergency. Non-U.S. citizens in your group may be able to be included in any U.S. government actions by virtue of being in your traveling team.

**Travel Medicine Practice and Health Information**

- Make an appointment with UMB’s Travel Medicine Practice. Appointments are limited so call at least 6-8 weeks before your departure date or consult your primary care physician if your insurance will cover the costs for:
  - Required vaccinations and travel medication.
  - Discuss management plan for any chronic or acute conditions.
  - If you have regular medication to take with you, ask the travel clinic about whether your medication is legal to have in your possession when entering/staying in the host country. You should carry proper documentation from your doctor for medications when advised.
Confirm that your students also understand the required and recommended vaccine(s) and other health information. Unless otherwise arranged, travel vaccination expenses are the responsibility of the traveler. UMB’s Travel Medicine Practice does provide vaccinations at cost.

**CGE Orientation and Pre-Departure Sessions**

Faculty and student grantees are required to complete a pre-departure orientation on Blackboard. The orientation covers:

- Identity abroad, cultural adaptation, and ethical practices
- UMB safety and security policies, including services provided by International SOS
- Team building and conflict resolution strategies