

**Department of Anthropology | Stanford University****Department of Anthropology Best Practice Reference, Global Research and Graduate Student Check-out for Field Research****STUDENT INFORMATION**

Student Name	SUID#
Email	Cellular Telephone
Faculty Advisor	Department Track
PhD Degree Program/PhD Minor (if any)	Department/Program
MA Degree Program	Department/Program
Destination Country	Destination City(s)
Departure Date	Expected Return Date
Mailing Address (in Field)	Message Telephone (in Field)

**Travel**

- International Student Identification <https://www.isic.org/>
- US Department of State, Smart Traveler Enrollment Program <https://step.state.gov/step/>

**Visa**

- International Visa, research or other

Country	Date of Issue	Expiration Date	Type of Visa	Renewal
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**Affiliation**

- Institutional Affiliation, research or other

Country	Date of Issue	Expiration Date	Type of Affiliation	Title
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**Letters of Introduction**

- Chair's Simple Letter of Introduction to Field Research (used in the first and second years, by request)
- Chair's Letter Requesting Institutional Affiliation (used in the third year, by request)
- Chair's Letter of Status, Time-to-Degree, and Confirmation of Funding (used for specific needs, by request)

**Automobile Rental and Insurance**

- Renting cars outside of the United States should elect for all offered car rental insurance and should sign the car rental agreement as "Jane/John Doe for Stanford University". Attached please find the standard University waiver. Anyone traveling in the rented vehicle should be asked by the driver to sign a waiver [Stanford University Assumption of Risk, Release of Claims, Indemnification and Hold Harmless Agreement For Travel] to reduce liability for the driver responsible for renting the vehicle.

<http://web.stanford.edu/dept/Risk-Management/docs/vehicleguide.shtml>

[https://web.stanford.edu/group/fms/fingate/staff/travel/webauth/car\\_rental.html](https://web.stanford.edu/group/fms/fingate/staff/travel/webauth/car_rental.html)

<https://adminguide.stanford.edu/chapter-5/subchapter-4/policy-5-4-2#anchor-23899>

**Stanford Travel for approved Research**

- <https://international.stanford.edu/book-air-travel-hotels-and-rental-cars-through-stanford-travel-program>
- Cardinal Recovery <https://cardinalrecovery.stanford.edu/research/research-recovery/>

**Export Control Decision Tree and Certification**

- Decision Tree, <https://doresearch.stanford.edu/research-scholarship/export-controls/export-controls-decision-tree>

One-time Certification for Tangible Items..., <https://web.stanford.edu/group/export/forms/TMP.html>

**Insurance**

Vaden Travel Health <https://vaden.stanford.edu/make-appointment/travel-health> SoM Travel Clinic <https://stanfordhealthcare.org/medical-clinics/travel-medicine-clinic.html>

Cardinal Care (Identification Card and Evidence of Coverage) <http://vaden.stanford.edu/insurance/cardinalcare.html>

Other Insurance, Health \_\_\_\_\_

Stanford International Travel Assistance Program <http://internationaltravel.stanford.edu/home>

(Vaden - Tier II benefits) Health Services fee waiver if residing outside of the US [http://vaden.stanford.edu/fees/campus\\_fees.html](http://vaden.stanford.edu/fees/campus_fees.html)

ISOS Stanford International Travel Assistance <https://internationaltravel.stanford.edu/getting-started-0>

**Human Subjects**

Evidence of Training (tutorial) - Collaborative Institutional Training Initiative (CITI) Human Subjects Research <https://www.citiprogram.org/aboutus.asp?language=english>

Evidence of Training (tutorial) - Collaborative Institutional Training Initiative (CITI) Responsible Conduct of Research <https://www.citiprogram.org/rcrpage.asp?language=english&affiliation=100>

Submission of a (non-medical) Human Subjects Protocol <http://www.stanford.edu/dept/DoR/NonmedHS>, approval date \_\_\_\_\_

Non-medical Human Subjects protocol submission, renewal date \_\_\_\_\_

**Student and Exchange Visitor Information System (SEVIS)**

Passport \_\_\_\_\_  
Issue date Expiration Date

Visa, US (for International Students)

I 9 <http://co.stanford.edu/resources/forms>

I 20 <http://icenter.stanford.edu/students/current/extend.html>

I 94 <http://icenter.stanford.edu/docs/orientation/I-94.pdf>

**Department of Anthropology**

Department Supplemental funding form

Department approval of the Dissertation Proposal: \_\_\_\_\_  
Date of Approval Dissertation Proposal Title

Assessment of Risk and Evidence of an Evacuation Plan: \_\_\_\_\_

**Data**

Stanford University, Secure Computing, Classification of Data [http://www.stanford.edu/group/security/securecomputing/dataclass\\_chart.html](http://www.stanford.edu/group/security/securecomputing/dataclass_chart.html)

Stanford University, Information Technology Services Policy Agreement for Using the Stanford Whole Disk Encryption (SWDE) Service [http://www.stanford.edu/services/encryption/wholedisk/policy\\_agreement.html](http://www.stanford.edu/services/encryption/wholedisk/policy_agreement.html)

Stanford University, Institute for Research in the Social Sciences, <https://iriss.stanford.edu/students-data-research-services>

Fob for two-step authentication <https://uit.stanford.edu/newsletter/new-easy-use-two-step-authentication-replacement-printed-list>

Mobil Device Management, <https://itservices.stanford.edu/service/mobiledevice/management>

Data Management Plan Support at SULair <https://library.stanford.edu/research/data-management-services/data-management-plans>

**Graduate Student Researcher, Compliance Portfolio**

- Principal Investigator approval status
- Determination and Status submission and/or Non-Medical Human Subjects Protocol approval status
- CITI Tutorial IRB completion status <https://www.citiprogram.org/aboutus.asp?language=english>
- CITI Tutorial RCR completion status <https://www.citiprogram.org/rcrpage.asp?language=english&affiliation=100>
- Non-supervisory Sexual Harassment Training completion status
- Ethics training completion status
- Conflict of Interest submission status
- Patent agreement submission status
- Pre-dissertation/dissertation Proposal approval status
- Non-Medical Human Subjects Protocol Submission status

**Service(s) Performed by Other Agency, Entity or Individual**

- Translation \_\_\_\_\_
- Transcription \_\_\_\_\_
- Analysis \_\_\_\_\_
- Mapping \_\_\_\_\_
- GIS/GPS \_\_\_\_\_
- Research \_\_\_\_\_
- Administration \_\_\_\_\_
- Access \_\_\_\_\_
- Data Entry/Management \_\_\_\_\_
- Equipment \_\_\_\_\_
- Travel \_\_\_\_\_  
[Describe travel episode(s)]
- Tutoring \_\_\_\_\_
- Language Instruction \_\_\_\_\_
- Gifts \_\_\_\_\_  
(Please explain if related tied to Human Subjects)
- Other \_\_\_\_\_

### **Best Practices**

- Journal of expenses (date, payee, purpose, method and amount of payment, location)
- Receipts (detailed information regarding the purchase) (who, what, why, where, when, how)  
[http://www.stanford.edu/group/fms/fingate/docs/lost\\_missing\\_receipt\\_form.pdf](http://www.stanford.edu/group/fms/fingate/docs/lost_missing_receipt_form.pdf) and  
[http://www.stanford.edu/group/fms/fingate/staff/reimburse/policy\\_notes/reimbursable\\_expenses.html](http://www.stanford.edu/group/fms/fingate/staff/reimburse/policy_notes/reimbursable_expenses.html)
- Estimation of rate of pay [http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/policy\\_living\\_wage.html](http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/policy_living_wage.html) and  
[http://www.stanford.edu/group/fms/fingate/staff/reimburse/res\\_jobaid/per\\_diem\\_rates.html](http://www.stanford.edu/group/fms/fingate/staff/reimburse/res_jobaid/per_diem_rates.html)
- Using (institutional) affiliations
- Estimate of cost of living, mileage, per diem [http://www.stanford.edu/group/fms/fingate/staff/reimburse/res\\_jobaid/mileage\\_reimb\\_rates.html](http://www.stanford.edu/group/fms/fingate/staff/reimburse/res_jobaid/mileage_reimb_rates.html)

### **Buying and Paying Policy References**

- [http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/policy\\_living\\_wage.html](http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/policy_living_wage.html)
- [http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/contact\\_SU.html](http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/contact_SU.html)
- <http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/index.html>
- [http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/invoice\\_process.html](http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/invoice_process.html)
- [http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/instruction\\_invoice.html](http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/instruction_invoice.html)
- [http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/prompt\\_pay\\_checklist.html](http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/prompt_pay_checklist.html)
- <http://doresearch.stanford.edu/policies/research-policy-handbook/conflicts-commitment-and-interest/institutional-conflict-interest>

### **Other References**

- Export Controls <http://export.stanford.edu>
- The Stanford International Initiative <http://international.stanford.edu>
- Stanford Global Business Services, Foreign Activity Operations Guide <https://globalops.stanford.edu/resources>
- Stanford University International Travel Policy <http://www.stanford.edu/dept/provost/news/travel.html>
- Stanford University Risk Management Department <http://www.stanford.edu/dept/Risk-Management/>
- Office of the Vice Provost and Dean of Research, Research Policy Handbook <http://rph.stanford.edu/>
- Stanford University, Secure Computing, Classification of Data [http://www.stanford.edu/group/security/securecomputing/dataclass\\_chart.html](http://www.stanford.edu/group/security/securecomputing/dataclass_chart.html)
- Stanford University Research Compliance Officer <http://humansubjects.stanford.edu/>
- Stanford University, Institute for Research in the Social Sciences <https://iriss.stanford.edu/students-data-research-services>
- The Office of International Affairs <http://oia.stanford.edu> and <https://international.stanford.edu/travelers>
- Stanford University Research Compliance Officer <http://humansubjects.stanford.edu/>
- EHS Field Safety Plan <https://ehs.stanford.edu/topic/field-research-safety>
- Cardinal Recovery <https://app.smartsheet.com/b/form/662a9c3465454d5c894e078f495fe79f> and Contingency Planning  
<https://docs.google.com/document/d/1XuiXirkrYSZc8arZIWtpIwrG3H1kZf19spQCRgSPggQ/edit>