**International Fellowship and Conference Travel Request Form***Version 1, FINAL 2021-05-14*

**Please complete the following form and return to the Provost’s Office (****provost@barnard.edu****), with copies to Reshmi Mukherjee (****rmukherj@barnard.edu****) and Mark Godwin (****mgodwin@barnard.edu****).**

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| **Name of Fellowship or Conference:** |  |
| **Department:** |  |
| **Lead Researcher:** |  |
| **Location:** |  |
| **Signature:** |  |
| **Date:** |  |

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| **Overview of Fellowship or Conference** |
| **1.** | Dates of anticipated fellowship or conference: |
| **2.** | Brief description of activities: |
| **3.** | Is this fellowship or conference required to fulfill a critical research purpose? |
| **4.** | Are there any alternate options available (e.g., virtual collaboration)? Could the fellowship or conference be postponed? |
| **5.** | Please provide a brief summary of the risks involved and the risk mitigation strategy. Does the host site have a response plan in the event of a suspected or confirmed COVID-19 incident on site? If so, please describe. |
| **6.** | Travel risk: Please explain why this travel is essential and address travel risk, including both travel to the site and travel while at the site. Are there any local requirements such as quarantine for travelers from New York City? Is there a requirement to quarantine when returning to New York? |
| **7.** | Please address any risks your project may present to the community surrounding the site. |
| **8.** | Does your project require in-person social interactions, including human subjects research? If yes, please describe. Have you been in touch with Barnard’s IRB? |