

# Student Checklist

## BEFORE traveling:

- ✓ Return signed Funding Contract\* to the CUSE office: 110 Brownson Hall within **5 days** of accepting your award.
- ✓ If traveling domestically, fill out and return the Domestic Travel Waiver\* to the CUSE office within **5 days** of accepting your award.
- ✓ If traveling internationally, you must register with Notre Dame International immediately. The website to do so is: <http://international.nd.edu/travel/travel-registry/>. It is your responsibility to forward your travel approval to CUSE. Please email it to [urnd@nd.edu](mailto:urnd@nd.edu) upon receipt. If we do not receive this confirmation, or if your travel is subsequently denied, your funding will be rescinded.
- ✓ If your project involves human subjects and is therefore subject to approval by the Institutional Review Board, (IRB) then you must apply for this review and approval long before you travel. The website to do so is: <http://or.nd.edu/research-compliance/human-subjects-research/institutional-review-board-irb/>. Again, it is your responsibility to forward your IRB approval to CUSE. Please also email it to [urnd@nd.edu](mailto:urnd@nd.edu) upon receipt. If we do not receive this confirmation, your funding will also be rescinded.

## WHILE traveling:

- ✓ Keep travel of ALL receipts and keep them in an orderly and organized fashion.
- ✓ Take pictures! CUSE requests that every grant recipient submit **(3) photographs** at the conclusion of your project. See "CUSE Tips and Tricks for Effective Photos"\* handout for specifics.

## AFTER traveling:

- ✓ Organize all receipts as outlined on the CUSE Travel Expense Report\*. Fill in the expense report and tape receipts to 8.5x11 pieces of paper.
- ✓ Write your grant report according to the guidelines in your award letter. The link to access your report form is:  
[\\_\\_\\_\\_\\_](#).
- ✓ Make an appointment with the CUSE Financial Administrator to submit and review your reports, and fill out thank you notes by the date specified in your award letter. If you do not, your final disbursement will not be made.

\*All forms that you need to complete your grant requirements can be found attached to your award letter email.