# Fieldwork and travel checklist and timelines for PGRs

|  |  |  |  |
| --- | --- | --- | --- |
| **2-3 months in advance** | | |  |
| **Task** | **Comments** | **Links** | **Done?** |
| **International travel:** Check passport expiry date and renew if required |  |  |  |
| **International travel:** Check travel restrictions to country |  | <https://www.gov.uk/foreign-travel-advice> |  |
| **International travel:** Check visa requirements for destination country and apply if required |  | <https://www.gov.uk/foreign-travel-advice> |  |
| **International travel:** If on a student route visa check with the Graduate School about accumulated time spent outside the UK |  |  |  |
| Consider whether other **ethics approval** is required for fieldwork and apply | You may need to get approval from the NHS or an institution overseas | This will come out of the ethics review process by HREC  <https://research.open.ac.uk/environment/ethics/human/review-process> |  |
| If you are researching OU students, apply to the Student Research Project Panel |  | <https://openuniv.sharepoint.com/sites/mi/chief-data-office/SitePages/SRPP.aspx> |  |
| If you are researching OU members of staff, apply to the Staff Survey Project Panel |  | <https://openuniv.sharepoint.com/sites/oulife/Pages/Staff-Survey-Project-Panel.aspx> |  |
| If you are researching participants under the age of 18, you will need to have a current clear Disclosure and Barring Service enhanced disclosure (or equivalent clearance in Scotland, Wales and Northern Ireland) prior to collecting data |  | <https://www.gov.uk/request-copy-criminal-record> |  |

|  |  |  |
| --- | --- | --- |
| **1-2 months in advance** | | |
| **Task** | **Comments** | **Links** |
| **International travel:** Fill out international travel risk assessment and get approval | Supervisor and unit head to sign | <https://openuniv.sharepoint.com/sites/intranet-health-and-safety/Pages/Policies-and-guidance/Policy%20overviews/Travel-fieldwork-work-away-overview.aspx> |
| **All:** Fill out field risk assessment and get approval  Note: the general university form may be replaced by discipline-specific forms (e.g. EEES in STEM) | Supervisor and unit head to sign | <https://openuniv.sharepoint.com/sites/intranet-health-and-safety/Pages/Policies-and-guidance/Policy%20overviews/Travel-fieldwork-work-away-overview.aspx>  EEES-specific:  <https://openuniv.sharepoint.com/sites/intranet-STEM-Environment-Earth-Ecosystem-Sciences/Pages/Fieldwork-Activity.aspx> |
| Identify and source any research and safety equipment you may need  (Supervisors and Faculty colleagues should be able to help) |  |  |
| **OU-Funded PGRs**  Fill out Research Training Grant (RTSG) form to request funding approval from your Faculty | Supervisor to sign | WELS: [Research Training Support Grant (RTSG)](https://learn2.open.ac.uk/course/view.php?id=208764&cmid=1686270) |
| **DTP-funded PGRs** |  | There may be specific requirements for different DTPs e.g. Grand Union  <https://www.granduniondtp.ac.uk/funding-support-0> |
| **All Funded PGRs**  Book national and international travel and accomodation through Click Travel |  | Faculty order forms and email addresses <https://openuniv.sharepoint.com/sites/intranet-stem-faculty/Pages/Procurement-Team.aspx> |
| **Self-funded PGRs**  Book own travel/accommodation, register with OU insurance | Discuss with PGR admin teams in Faculty | <https://openuniv.sharepoint.com/sites/intranet-finance/Pages/Insurance.aspx> |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **1-2 weeks in advance** | | |
| **Task** | **Comments** | **Links** |
| Ensure that you have all the documentation and equipment that you need | * Passport * Insurance * Travel tickets * Accommodation details including contact telephone numbers * All RA forms * Emergency contact details for the entire party * All equipment is functioning correctly (including batteries/chargers/storage media). |  |
| Ensure that your party members know the details | Where they need to be on which date and time, they have copies of all the essential documents. |  |
| Ensure that your supervisors / family know the details | Share all travel, accommodation and contact details with them |  |
|  |  |  |