

RIFA Timeline and Checklist:

DATE:	TO DO:
<i>In Preparation</i>	
May 5- 8	RIFA short course and orientation
May 4	RI Fellows Conference
May 8 - on	Meet with UC mentor and host mentor to define responsibilities and expectations
	Look into visas and critical trac if needed
	Get IRB approval
	Set up pre-travel medical visit and purchase insurance if needed
June 15	Turn in implementation plan
6 weeks prior to travel	Purchase tickets
<i>Solicitation of Funds (6 weeks before travel)</i>	
<ul style="list-style-type: none"> ✓ Checklist ✓ Purchased roundtrip air ticket ✓ Budget calculation worksheet ✓ Signed award letter ✓ Record of health insurance purchase/health card and an https://ehs.ucop.edu/away/#/trip/detail “insurance card” pdf ✓ Record of pre-travel medical visit ✓ Signed liability form 	
<i>While abroad</i>	
Monthly	Turn in monthly reports, send pictures and deliverables.
<i>After returning</i>	
1-2 weeks after return	Turn in final report and surveys
Within 1 month	Submit communications project
April 5, 2019 (tentative)	Attend annual conference