

2018 GHEFP Awardee Checklist (Graduate Students)

All awardees must attend the GHEFP Awardee Meeting on March 28, 4:00 PM – 5:00 PM, JHSPH, Wolfe St. W1214 (Sheldon Hall).

- 1) In order to receive your GHEFP funding, you must send in the following documents IN ONE EMAIL to jhsph.ghgrants@jhu.edu by **April 20, 2017**. [All forms can be found here.](#)
 - “**Faculty Student Agreement**”; this must be completed in collaboration with your faculty mentor. Use these conversations to ask your many logistical, financial and security questions. To guide your financial conversation, consider how your \$3,500 will be spent on your vaccinations, travel, housing, etc. with this [GHEFP Budget Template](#).
 - “**Travel Release Form**”
 - A high-res head shot** (should be attached on your acceptance email).

- 2) You must be active on payroll in order to receive your travel grant. If you aren’t on payroll we will send you instructions as soon as we can. The longer you wait to get on payroll, the longer you will need to wait for your grant since it is disbursed on a paycheck cycle.

- 3) All awardees are **required** to enroll and pass the course 220.600.81 International Travel Preparation, Safety, & Wellness during either 3rd or 4th Term of 2018 at JHSPH. **This must be completed prior to your departure for your placement.**
 - Enroll and pass the International Travel Preparation, Safety, & Wellness Course through Courseplus.

- 4) An email will be sent to you from the [Johns Hopkins International Travel Registry](#) asking you to complete a travel profile and update your itinerary through the Group Trip “GHEFP 2018 Recipient Travel.” This is different than inputting your information under “Individual Travel.”
 - You should immediately develop your profile! You do not need to wait for travel dates to do this.
 - As soon as you have established travel plans, **input your flights into the registry**. If your travel plans change at any point, you must update your trip itinerary in JHITR and update CGH (see instructions on page 3).

2018 GHEFP Awardee Checklist

(Undergraduate Students)

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“Assumption of Risk”

“Conditions of Participation”

“Project Registration”

A high-res head shot (should be attached on your acceptance email).

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You should immediately develop your profile! You do not need to wait for travel dates to do this

As soon as you have established travel plans, **input your flights into the registry**. If your travel plans change at any point, you must update your trip itinerary in JHITR and update CGH (see instructions on page 3).

Changing GHEFP or GHFRA Travel Dates

Version 1/2017

Occasionally, after originally submitting your Faculty-Student Agreement (FAS) to the Center your travel dates change.

Please be sure to email Nina Martin (nina.martin@jhu.edu) (with your PI CCed) as soon as you know that your travel dates will deviate from those written into the FAS and share by when you expect to know your new dates. Notify Nina again once you have confirmed your new dates. You will then need to submit an updated FAS indicating the revised dates (in-line edits are acceptable, signatures do not need to be reacquired) with your PI CCed.

Please also update your profile under the group travel section of the Johns Hopkins International Travel Registry.