

Iowa State University (ISU)  
College of Agriculture and Life Sciences (CALs)  
Center for Sustainable Rural Livelihoods (CSRL)  
Iowa State University – Uganda Program (ISU-UP)

Policies for requesting use of the ISU, CALs, CSRL, Mpirigiti Rural Training Centre, Kamuli District, Uganda.

**A. Procedures for scheduling study abroad programs**

1. Request for dates of new programs should be vetted through both the CSRL director and associate director for education – Complete attached form which requests the following information:
  - a. Proposed course designator, number and title
  - b. Proposed dates
  - c. Number of anticipated participants (student number, faculty number)
  - d. Program objectives
  - e. Expected ISU-UP staffing needs
  - f. Agreement to the Code of Conduct
2. After approval of the dates by CSRL, the faculty leaders will work with CALs Study Abroad staff to assist in program specifics, including submitting a formal application to the university study abroad committee and determination of program needs. Questions regarding rules associated with accommodations and engagement in Uganda may be reviewed with CSRL Director. Faculty leaders will be encouraged to communicate directly with the ISU-UP staff at the Mpirigiti Rural Training Centre to arrange logistic and program details after approval. All communications on these topics will be copied to the CSRL Director and the ISU-UP National Director.

**B. Procedures for scheduling other activities (short-term program planning, research collaboration, administrative meetings, etc.)**

1. Request for dates should be vetted through the CSRL director - Complete attached form which requests the following information:
  - a. Proposed dates
  - b. Number of anticipated participants (student number, faculty number, other)
  - c. Program purpose
  - d. Expected ISU-UP staffing needs
  - e. Agreement to the Code of Conduct

**Additional Information:**

CSRL Director will review proposed dates and number of people with ISU-UP National Director to confirm availability of space and ascertain availability of ISU-UP staff needed.

A master calendar will be maintained by the CSRL office, indicating dates and number of beds reserved for various programs. Potential availability information can be obtained from the CSRL director or associate director for education, with CSRL director finalizing any reservation.

Approval for reserving dates and beds will take into consideration the following priorities (descending order):

1. ISU – Makerere University Service-learning programs (summer and semester-long) (historical since 2006) (dates to be determined in consultation with Makerere University)
2. ISU Global Resource Systems major interns (historical since 2011)
3. ISU College of Agriculture and Life Sciences study abroad programs
4. CALS-CSRL short-term activities (program planning, research collaboration, administrative)
5. Other ISU programs

Other non-ISU programs may be considered based on program objectives and space availability.

**Submit attached form to the CSRL Director at [fowusu@iastate.edu](mailto:fowusu@iastate.edu) and the CSRL Associate Director for Education at [nonnecke@iastate.edu](mailto:nonnecke@iastate.edu)**

**Request for program(s) to include residence at the Iowa State University, Mpirigiti Rural Training Centre (MRTC), Kamuli District, Uganda.**

Faculty/staff leader completing this form:

Name: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Title: \_\_\_\_\_

A. For study abroad program, proposed course designator, number and title:

B. For other programs, provide program purpose:

C. Proposed dates for reservations at the MRTC:

Arrival (select date) \_\_\_\_\_ Departure (select date) \_\_\_\_\_

D. Complete the following table to provide the number of anticipated participants and their genders for housing at the MRTC.

<b>Anticipated Participant Group</b>	<b>Anticipated Number</b>
Total Students	
Female	
Male	
Total Faculty/Staff	
Female	
Male	
Total Donors	
Female	
Male	

E. Program objectives in order to anticipate ISU-UP field program specialist needs:

Please confirm that you have reviewed, understand, and agree to conduct the proposed program in accordance with the following (<https://www.csrl.cals.iastate.edu/information-faculty-and-guests>):

F. Mpirigiti Rural Training Centre COVID Policy

Yes  No

G. Agreement to the Code of Conduct

Yes  No

H. Agreement to Guidelines for Engagement in Development Countries

Yes  No

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Attachments (<https://www.csrl.cals.iastate.edu/information-faculty-and-guests>):

1. Mpirigiti Rural Training Centre COVID Policy
2. Code of Conduct for students and faculty
3. Guidelines for Engagement in Development Countries
4. Mpirigiti Rural Training Centre facility information "Important Information for Residents"

**Submit to the CSRL Director at [fowusu@iastate.edu](mailto:fowusu@iastate.edu) and the CSRL Associate Director for Education at [nonnecke@iastate.edu](mailto:nonnecke@iastate.edu)**