

Site Visit Checklist for PIs to Help Research Admins		
	Meet with partners to assess local salary ranges, per diem rates, safety and security issues, local issues, reliable vendors, etc.	
	Locate nearest Embassy for your home country	
	Find a lawyer (or two) to recommend to your institution	
	Find a bank	
	Research and identify local real estate agencies (if applicable)	
	Find appropriate, safe office and/or laboratory space (if applicable)	
	Research how to set up utilities for above space(s)	
	Research and identify insurance (property and automobile) vendors	
	Find a good, safe, well-located hotel	
	Find 2-3 IT software and hardware vendors	
	Determine safe local transportation options	
	Find and meet with HR vendor (if applicable)	
	Identify vendors for furniture, office supplies and medical supplies (if applicable)	
	Find nearest post office	
	Other:	

Inspired by the University of Washington's International Projects Start-Up Guide