



<b>GSC GRANT APPLICATION FORM</b>				
<b>Please choose grant program:</b>	<input type="checkbox"/> Domestic Travel Grants (To be used for conference and professional meetings.) Maximum of \$500	<input type="checkbox"/> International Travel Grant (to be used for conferences or curriculum development) Maximum \$1000	<input type="checkbox"/> Curriculum Development Grants Maximum \$1,000	<input type="checkbox"/> Research Grants Maximum \$5,000
<b>Date of Application:</b>				
<b>Name:</b>		<b>Academic Rank:</b>		
<b>School/Department:</b>		<b>Email:</b>		
<b>University Address:</b>				
<b>Title of Project/Purpose of Travel:</b>				
<b>Project Budget</b> (include all major budget items regardless of funding source)				
<i>Please provide an estimated budget for the proposed activity. See grant guidelines for allowable expenses. Indicate all actual or anticipated matching contributions from other sources.</i>				
<b>Total Budget Cost:</b>				
<b>Funding secured or requested from other sources</b> (internal, external & personal funds):				
<b>Total Funding requested from other sources:</b>				
<b>Funding requested from Global Studies:</b>				
<b>Date when actual funds are needed:</b>	<b>Start Date:</b>	<b>End Date:</b>		

Please read carefully, check boxes as applicable, sign and date:

My project or the purpose of my travel DOES NOT include research involving interventions or interactions with individuals and/or the collection of identifiable private information concerning living individuals.

My project or the purpose of my travel DOES include research involving interventions or interactions with individuals and/or the collection of identifiable private information concerning living individuals.

- Institutional Review Board (IRB) approval for my project is attached
- IRB approval has been requested, evidence of submission is attached
- IRB approval cannot be requested at this point, explanation is attached

**Date:**

**Signature of Applicant:**

**Budget:**

When preparing your budget, please follow these guidelines

- Include all anticipated project/travel expenses in your budget, not just those for which you are requesting funding.
- If airfare is part of your budget, include a fare quote from a travel agent or travel website.

For meals and lodging, do not exceed the U.S. State Department per diem rates:

<http://www.pts.pitt.edu/travel/perdiems.htm>

When listing other sources of funding, indicate whether the funding has been secured or requested.

Monies for the domestic travel grants are available through GSC's Title VI National Resource Center award from the U.S. Department of Education, therefore all spending must comply with Title VI budgetary regulations. Funds awarded for course development grant activities must be spent by July 1 of the award year.

**Proposal Narrative:**

For Research Grants:

Where applicable include 2 page project description that includes: 1) Statement of purpose; 2) Sources to be examined; 3) Methodologies; 4) Expected Outcomes; 5) Projects relation to longer term efforts; 6) how experience will impact curriculum design and delivery. Please note that project description should not exceed 2 pages, single spaced (excluding attachments) and font size should not be less than 11 points. Project descriptions exceeding these limits will NOT be reviewed. No documents exceeding page limit will be allowed except IRB documentation, airfare quotes, and conference acceptance letters.

Curriculum vitae

For conference travel, provide abstract of paper and discussion on how it fits into your overall research agenda and attach evidence of your paper's acceptance.

**Other requirements:**

Grant recipients must provide GSC with a brief (two page) written report within three weeks following completion of project. The report should include: 1) How grant funds were expended; 2) If applicable travel schedule (where you went and how much time you spent at each locale); and 3) What you accomplished.

Recipients must acknowledge the assistance of the Global Studies Center, University Center for International Studies, University of Pittsburgh in any publication, film, or other product resulting from funds supported by your GSC grant.

Grant recipients are responsible for fully completing University of Pittsburgh Travel and Business ([T&B](#)) report form and providing all applicable documents. A copy of the award letter, completed T&B along with applicable documents must be submitted to GSC Financial Officer Ms. Bridget Ridge within two weeks of project completion. All funds must be spent by August 14 in the year the award was granted.

\*Monies for the Domestic Travel, International Travel and Curriculum Development grants are available through GSC's Title VI National Resource Center award from the U.S. Department of Education, therefore all spending must comply with Title VI budgetary regulations.