

**Center for Russian, East European, and Eurasian Studies (REEES)  
Faculty Small Grants Program Procedures**

REEES faculty small grant applications are accepted on a rolling basis. To ensure a balanced distribution of funds throughout the year, the total amount of available funding will be divided in half. One half of the funds will be available for successful applications submitted during the first half of the University's fiscal year (July – December), and the other half will be available for applications submitted during the second half of the fiscal year (January – June). Applicants submitting proposals after all of the funds earmarked for a given 6-month period have been spent will be offered the opportunity to resubmit during the next 6-month period. Funding for successful proposals submitted in July – December must be spent by the end of the subsequent June. Funding for successful proposals submitted in January – June must be spent by the subsequent December.

Applications Submitted & Awarded between:	Funds Must be Spent by:
July 1 – December 31	June 15
January 1 – June 30	December 15

Incoming applications will be assessed by a standing committee of up to two REEES-affiliated faculty members and up to two REEES staff representatives. Applicants will receive a decision within two weeks of submitting their proposals. The maximum award amount is \$1,500. Proposals may receive partial funding. Applicants are eligible for funding no more than once per term, for a maximum of two grants per year.

**Small Grants Criteria**

The purpose of the faculty small grants program is to promote the professional development of faculty working in the REEES region and/or to promote knowledge about the REEES region among Pitt students and the broader community. With these goals in mind, all applications must meet the following eligibility requirements:

- Grant monies may be used for travel (tickets, visas, etc.), lodging and meals, purchases of project-related materials, and costs of organizing events.
- The applicant must be a faculty member on the Pitt payroll during the period in which grant activities take place. Tenured, tenure-stream and non-tenure-stream faculty are eligible, as well as those outside the tenure stream such as visiting, adjunct and part-time faculty. Graduate students are not eligible and should instead apply to REEES's student small grants program.
- Grant activities must focus on countries or peoples from the REEES region (Central, Eastern and Southeastern Europe, the states of the former Soviet Union, and Central Eurasia).
- No funding is available to regular faculty for attending or presenting at annual professional conferences; however, temporary faculty may apply for funding for this purpose. More specialized conferences may be considered for any faculty member.

Given the diversity of potential applicants and project types, there are a variety of considerations which could be taken into account when assessing applications. Thus, rather than following a strict rubric, review committee members will be asked to look for one or more of the following criteria when making their assessments:

- To what degree does the project promote the professional development of the applicant in terms of his/her academic research and/or pedagogy?
- What is the contribution of this activity to the applicant's academic discipline?
- What is the contribution of this activity to the field of Russian, East European, and Eurasian Studies?
- Will this activity promote knowledge about the REEES region on Pitt's campus?
- Will this activity raise the profile of REEES and/or Pitt in the broader academic or professional community?
- Will this activity develop or strengthen institutional partnerships supporting research and/or teaching on the REEES region?

## Application Format and Supporting Materials

Depending on the type of activity for which funds are being requested, applications should follow one of the formats detailed in the table below. In addition, all applicants must ensure that they have updated their UCIS faculty profile and uploaded a current CV at [www.ucis.pitt.edu/facsurv/](http://www.ucis.pitt.edu/facsurv/) within one year before the submission of their small grant application.

### PROPOSAL FORMATS

<p><b>Research and Collaboration proposals must include a one- or two-page project description providing information under the following headings and subheadings:</b></p>	<p><b>Requests for funding to cover costs of participating in or organizing a conference or similar event must include a one- or two-page description providing information under the following headings and subheadings:</b></p>
<p>1. <b>Research or Collaboration Proposal:</b> Please provide the following information about your project:</p> <p>a. <u>Research or Collaboration Objective:</u> Please describe briefly your research topic or the project on which you seek to work with collaborators at another institution, and the anticipated outcomes of your project.</p> <p>b. <u>Research or Collaboration Venue:</u> Explain where and when you intend to undertake your project. Please include:</p> <ul style="list-style-type: none"> <li>• Information regarding the institution(s) where you would like to conduct your research or collaboration;</li> <li>• The specific materials, sources, libraries, interviews, and consultations with local colleagues upon which you will draw for your research, or any collaborative projects you plan to develop.</li> </ul>	<p>1. <b>Conference/Event Description:</b> Please provide the following information:</p> <p>a. <u>Conference Information:</u> Name of conference and the organization that is hosting it. A conference or event program would also help the committee evaluate the event.</p> <p>b. <u>Description of Your Participation in the Conference or Event:</u> Include information such as your paper title (if applicable), specialized expertise that you will bring to the event, and/or any materials or other resources that you will acquire during the event.</p> <p>c. <u>Previous Work:</u> If this is a continuation of previous work with attendees, please briefly describe this cooperation and how the event will advance it.</p> <p>d. <u>Anticipated Impact:</u> Please describe any publications, public broadcasts, recordings or other anticipated outcomes of the event.</p>

<p>2. <b>Itemized Budget:</b> Please provide a budget including estimated costs for transportation, visas (if applicable), accommodations, meals, research materials, etc. If funds requested in this proposal will cover a portion of the expenses for a larger project, please provide a budget for the entire project specifying which portion these funds will be applied to. If funds have been or are being sought from other sources, please specify these sources and the status of this other funding. Please note that REEES may not be willing to provide per diem support at State Department levels when acceptable accommodations at lower expense are available.</p>	<p>2. <b>Travel Information:</b> Indicate beginning and ending dates for event-related travel.</p> <p>3. <b>Itemized Budget:</b> Please provide a budget including estimated costs for transportation, visas (if applicable), accommodations, meals, etc. If funds have been or are being sought from other sources, please specify these sources and the status of this other funding. Please note that REEES may not be willing to provide per diem support at State Department levels when acceptable accommodations at lower expense are available.</p>
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UCIS requires that all applicants gain IRB clearance, or exemption, before awards may be given. The relevant university regulation reads as follows:

All research involving interventions or interactions with individuals or the collection of identifiable private information concerning living individuals requires prospective Institutional Review Board (IRB) approval. Grantees are responsible for obtaining IRB approval when required, and must provide documentation of IRB approval before a grant can be awarded. For further information, check the IRB web site at [www.irb.pitt.edu](http://www.irb.pitt.edu).

Thus, we require that you complete and sign the form in the following box:

<p>Check one:</p> <p><input type="checkbox"/> My project includes 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.</p> <p><input type="checkbox"/> My project does not include research involving interventions or interactions with individuals and/or the collection of identifiable private information concerning living individuals.</p> <p>Signature _____ Date _____</p>
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