

Sbragia Fund For Graduate Studies Guidelines and Stipulations

To receive funds:

- 1) Complete and submit the attached Grant Award Acceptance Form
- 2) U.S. Citizens: Complete and submit a W-9 Form (Request for Taxpayer Identification Number and Certification), which can be found on Google. Please sign all forms in BLUE INK.
- 3) If you are in the United States as a non-immigrant student (F-1 or J-1), please contact the European Studies Center to request a **Foreign National Information Form (FNIF)**, complete and submit that form together with a **copy of your current visa document (I-20 or DS-2019)** and a **copy of your passport**. In addition, please complete a W-8 Form (attached). Please sign all forms in BLUE INK.
- 4) If you will be doing research that involves living individuals, submit proof of IRB status (exemptions included). For more information, visit the IRB website: www.irb.pitt.edu/.
- 5) If you intend to use the Grant for on-site research outside of Pittsburgh, submit a statement of your travel plans.

A list of allowable and non-allowable expenses for this award can be found at:

<http://www.ucis.pitt.edu/euce/content/graduate-student-funding-opportunities#bookmark>

Please read these regulations carefully before you sign the Grant Award Acceptance Form, as your signature means acceptance of these terms.

Recipients may be asked to write a short article for the European Studies Center (ESC) *Newsletter*. You will be contacted in September with more details.

Fellows will receive their funding after the ESC receives your Fellowship Acceptance Form, travel plans, IRB status (if applicable), and the additional forms noted above. Foreign nationals, please allow additional time for processing the additional paperwork.

For **questions** please contact Pawel Lewicki, European Studies Center Associate Director, at pawel.lewicki@pitt.edu.