

ESC Course Development Grants

APPLICATION GUIDELINES.

1. A brief project statement (no more than 5 pages) describing the course you propose to develop or enhance and the steps necessary to achieve your goal. Your statement should explicitly describe how the course will relate to Europe or the European Union. If it relates to one of the preferential categories described in the call for proposals, be sure to explain how. Applicants must also include information about when the proposed course would first be offered to Pitt students and the likelihood of the course becoming a regular offering (and on what schedule).
2. An itemized project budget outlining proposed expenses and a list of other sources of support to which you have applied.
3. A current *curriculum vitae*.
4. A cover letter indicating the term during which the award will be used and a broad outline of the project and how it fits with Center goals.

Please note that you may be asked by the ESC to administer a short student survey at the end of the first semester you teach any course funded by the Center (in addition to the regular OMETs).

Allowable Expenses

- Airline tickets for travel outside the U.S. Tickets must be purchased on US carriers, with exceptions for select countries as per the *Fly America Act*. Note that funds can only be approved when a 35-day notice prior to travel is provided to the ESC;
- Related food, lodging, and incidental expenses up to the US Department of State per diem rate;
- Copy and duplication costs;
- Visa expenses
- Instructional materials (e.g., databases, monographs, periodicals, films or electronic media);
- Bibliographic searches;
- Writing and production of original syllabi, resource materials, exercises, or handbooks;
- Payments to students for assistance with any aspect of course development. Note, no payments to students will be process without prior approval by the ESC in order to avoid problems that may arise in paying students;

Non-Allowable Expenses

- Travel for individuals other than the applicant;
- Payment to foreign national individuals for services provided outside the United States;
- Equipment;

- Any expenses unrelated to proposed activity.

Responsibility of Grantee

EU- and Title VI-funded grants must comply with budgetary regulations of the respective program. In the case of both EU- and Title VI-funded grants, arrangements for processing the funds must be made by the last day of June in the year they are awarded, and the funds transferred by August 14 of the award year. To ensure compliance, please be in touch with Center Associate Director Dr. Allyson Delnore before any activities have been carried out.

Grant recipients are responsible for providing all applicable documentation including original receipts. A copy of the award letter with applicable documents must be submitted within five (5) business days of the end of travel. Please allow 4-6 weeks for processing.

The grant recipient will be asked to provide the ESC with a brief (one-page) written report within a month of completion of the project. The report must include a copy of the final syllabus. In addition, recipients may be asked to administer a short student survey at the end of the first semester in which they teach the course or to incorporate into any developed assessment tool the means for assessing Center-related objectives.

The grant recipient must acknowledge the assistance of the European Studies Center, as appropriate, and, when applicable, the Office of the Provost at the University of Pittsburgh in any product resulting from funds supported by any Center Grant. Specific formulations for acknowledging support of the European Union will be provided upon notification of successful application.