

UNIVERSITY OF PITTSBURGH

EUROPEAN STUDIES CENTER

Grant Guidelines and Stipulations



- To receive funds:
 - 1) Complete and submit the attached Award Acceptance Form
 - 2) Complete and submit a W-9 form (available on-line through the IRS website)
 - 3) If you are in the United States as a non-immigrant student (F-1 or J-1), please contact the ESC 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.
 - 4) Submit proof of IRB status (exemptions included) at least two weeks prior to your departure date. For more information, visit the IRB website: www.irb.pitt.edu/ (*if relevant*).
 - 5) If you intend to use the grant for on-site research, you must register your travel with the Study Abroad Office. All awards from the European Studies Center are subject to the [University of Pittsburgh International Travel Guidelines for Students](#). Your funding from the ESC is contingent upon your adherence to these guidelines and you must show proof of completing the required forms issued by Study Abroad Office and enrollment in ISOS prior to departure to remain eligible for funding. Should the university issue additional travel restrictions in advance of or during your ESC-funded trip, you will be expected to comply with the new restrictions. Should you have to cancel a trip for which you have already incurred out-of-pocket expenses due to a University-imposed travel restriction, please contact Allyson Delnore (adelnore@pitt.edu) to determine if and how the expenses can still be reimbursed. If you choose to undertake travel that violates University policy and guidelines, your grant will be revoked and no expenses will be reimbursed.
- Recipients are strongly encouraged to write a short article for the European Studies Center (ESC) *Newsletter*. You will be contacted by our Newsletter Editor in September with more details. If you choose not to write an article, we ask that you submit an outcomes statement regarding the research and activities

completed as a result of this award within ninety (90) days of completion of grant activities. This should be sent to Dr. Delnore as an email attachment.

- Recipients may wish to give an ESC “Pizza and Politics” lecture during the coming academic year on their research. To arrange this, please contact Dr. Delnore.
- Grants are made according to the activities outlined in the proposal submitted by the applicant and funds are expected to be used only for those purposes (unless otherwise indicated in your award letter). Should your plans change, you must request approval BEFORE spending the funds. In addition, please be aware that University policy does not allow funds to be used for certain purposes. A list of allowable and non-allowable expenses is available on our website under [Post Award Guidelines for Students](#). Your signed acceptance of the award indicates that you have reviewed and understood this list.
- Awardees will receive their funding after all of the requested materials have been submitted (including IRB approval and verification that your travel has been registered with the Study Abroad Office). Please allow 6-8 weeks for processing after all materials have been submitted. Awards will be issued as a check and you will be contacted by email when the check is available to pick-up. We are not able to issue awards as direct deposit. If you are unable to come to campus to pick up your award, we can mail it to an address of your choice or deposit it for you if you provide us with a deposit slip for a bank that has a branch location in Oakland/near campus.

For questions, please contact Ms. Iris Matijevic irm24@pitt.edu.