The Nanovic Institute for European Studies

Speaker Support Grant

Purpose: The Speaker Support Grant assists faculty in bringing scholars and professionals in European studies to the Notre Dame campus to speak with faculty and students. Preference will be given to speakers addressing issues that have a clear bearing on contemporary Europe or that further the Nanovic Institute’s mission of building a culture of European Studies at Notre Dame.

Deadline(s): 04/02/2012. Applications will be accepted at any time during the academic year until the total funds are allocated.

Maximum Award: $1000 for speakers traveling within the United States, or $1500 for speakers traveling from Europe or abroad. Funds are typically paid as a one-time sum.

Number of Awards: Multiple. Grants will be awarded based on merit until allocated funds for the fiscal year have been exhausted.

Eligibility: Applicants must be full-time members of the University of Notre Dame faculty. Only one grant per event may be requested.

Application Guidelines: All parts of the application should be typewritten or computer-printed. A complete application must include the following:

- The applicant’s current contact information (including a mailing address).
- The speaker’s name, institutional affiliation, and his or her current curriculum vitae or résumé, if available.
- The title and a brief description of the lecture or event.
- The date of the lecture or event.
- A budget statement in U.S. dollars, including other funding sources sought or obtained, and the amount of any honorarium.

Complete applications may be submitted by email to the assistant director at mcaro@nd.edu, or delivered in person or mailed to:

Speaker Support Grants
The Nanovic Institute for European Studies
211 Brownson Hall
Notre Dame IN 46556

Complete applications will be considered by the assistant director, and decisions will be announced in writing within three weeks of submission. Please note that application materials will not be returned.

Please note that the Institute does not organize the logistics or provide the publicity for lectures or events funded by Speaker Support Grants. Assistance for poster design is limited and determined on a case-by-case basis.
**Requirements of the Grant:** The Nanovic Institute requests recognition as a supporter of the event or speaker on all publicity materials, and requests a copy of any posters or other event-related materials to display in our lobby. After the speaker’s visit, grant recipients must provide the Nanovic Institute with a brief letter about the event that includes the approximate event attendance and, if feasible, at least one high-resolution digital photograph related to the event. Reports and photographs must be emailed to the Nanovic Institute within two weeks or a reasonable time after the completion of the project. Unless permission is expressly denied, the Nanovic Institute may share quotes from the letter and any photographs with its supporters.

**Terms & Conditions:** Once awarded, the funding must be used to conduct the event as proposed in the application (to the best of the recipient’s ability). Funded initiatives must be completed by the beginning of the next academic year.

Combined funding from this grant and other sources may not exceed the event’s total budget, and recipients must promptly inform the Nanovic Institute of additional funding received at any point from application submission through completion of the initiative. Recipients must return any transferred, unspent funds if they cancel the event and, if requested, shall seek reimbursement from the speaker of any non-refundable expenses incurred by the Nanovic Institute (i.e. airfare directly paid) if cancellation is not due to documented illness, bereavement, or another justifying circumstance. Any excess funds should also be returned to the Institute.

**Questions?** For further information about the Speaker Support Grant, please contact Monica Caro, Assistant Director of Operations at the Nanovic Institute by emailing mcaro@nd.edu.