The Nanovic Institute for European Studies

Graduate Student Conference Grant

**Purpose:** Graduate Student Conference Grant assists in the staging of academic conferences focused on issues of importance to European studies. Conferences should take place at Notre Dame’s campus in South Bend.

**Deadline(s):** 04/08/2014. Applications will be accepted at any time during the academic year until the total funds are allocated.

**Maximum Award:** $12,000. Funds are typically paid as a one-time sum.

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

**Eligibility:** Applicants must be currently enrolled as a graduate student at the University of Notre Dame and must be in satisfactory academic standing. Applicants may apply at any stage of their program, from matriculation to degree completion, but students must not be enrolled beyond the degree completion limits set by the Graduate School: ten semesters for master’s degree students and sixteen semesters for doctoral students. Eligible projects will demonstrate relevance for contemporary European Studies and have clear bearing on the applicant’s academic and professional goals. Preference will be given to symposia that are interdisciplinary and focus on issues of importance to European studies.

**Application Guidelines:** All parts of the application should be typewritten or computer-printed.

A complete application must include the following:

- a signed application form
- a project description
- a detailed budget statement
- a list of proposed keynote speakers, their institutional affiliations, and proposed topics.
- a list of the faculty advisor(s) and the organizing committee

The project description should include a description of the conference’s location, topic, interdisciplinary aspects, connection to contemporary Europe, publications to result from the conference, and the desired audience.

The budget statement should include itemized expenses (best estimates) in U.S. dollars (USD) and the total amount requested. Budgets should also state the names and amounts of any other sought or obtained sources of funding. Students are encouraged to seek assistance from the Director of Academic Conferences, Harriet Baldwin, who can assist with this process and with holding space and dates on campus.

Complete applications may be submitted as attachments by email to Monica Caro, Manager of Operations at mcaro@nd.edu or mailed to Graduate Student Conference Grants, c/o The Nanovic Institute for European Studies, 211 Brownson Hall, Notre Dame IN 46556.

Failure to submit all required materials promptly will delay consideration. Complete applications will be considered by the institute’s director and assistant director, and decisions will be announced in writing within three weeks of submission. Please note that application materials will not be returned.
Terms & Conditions:  Once awarded, the funding must be used for the conference as proposed in the application (to the best of the recipient’s ability).

Combined funding from this grant and other sources may not exceed the conference’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 the conference is cancelled. Any excess funds should also be returned to the Institute.

The Nanovic Institute requests recognition as sponsor or co-sponsor of the conference on all publicity materials, and requests a copy of any posters or other event-related materials to display in our lobby. After the conference, grant recipients must provide the Nanovic Institute with a three- to five- page report about the event that includes the approximate event attendance and, if feasible, at least one digital photograph related to the event. Reports and photographs must be emailed to the Nanovic Institute within 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.

Questions? For further information about Graduate Student Conference Grants, please contact the Manager of Operations at the Nanovic Institute by emailing mcaro@nd.edu.