Purpose: The Nanovic Seminars in Europe Grant supports the internationalization of Notre Dame classes and seminars with trips to Europe. The course and proposed trip should have a clear bearing on issues related to contemporary Europe.

Deadline(s): At least six months before the trip is planned to occur.

Maximum Award: $1000 per student, plus travel expenses for the professor(s) traveling with the students.

Number of Awards: One seminar will be funded at this level per year.

Eligibility: Applicants must be full-time tenure-track faculty members of the University of Notre Dame and the travel must be associated with a course that the faculty member will be teaching. The program is competitive and will be determined in part on the following criteria:

• Travel must occur during spring break during the semester in which the course is offered.
• Courses should not exceed twenty students.
• Participation in the travel program should be a requirement of the course.
• Course content and the travel experience should address issues involving contemporary Europe.
• A preference for funding will be given to courses that enroll students from multiple majors, students who have not previously studied or traveled in Europe, or a substantial number of students in their freshman, sophomore, or junior years.

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).
• A tentative trip itinerary, a tentative course syllabus, and a statement articulating the course’s connection to contemporary European issues and how the trip will enhance the curriculum and the students’ education.
• The best estimates available for the number of students interested in the course, the expected enrollment, and the anticipated students’ majors and class years.
• A budget that describes the projected costs for the trip in U.S. dollars, a breakdown of cost per student and a notation of any other expenses (such as a number of meals) that the trip will not cover for students, and any other funding sources sought or obtained. The budget statement should list the sources used to determine those costs and include any estimates obtained from travel agents. Any exchange rates used in calculations should also be included.
• A stated agreement to collect and facilitate the requirements from students described below.
• The applicant’s current curriculum vitae.

Complete applications may be submitted by email to the assistant director at nanovic@nd.edu, or delivered in person or mailed to Nanovic Seminars in Europe Grant, c/o The Nanovic Institute for European Studies, 211 Brownson Hall, Notre Dame IN 46556.

Complete applications will be considered by the 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.

Requirements of the Grant: The Nanovic Institute requests recognition as a sponsor of the seminar in any publicity related to the seminar’s travel. After the trip, professors must file a report with the Nanovic Institute that includes a
final itinerary, an actual budget including the funding obtained from all other sources, any suggestions or advice for future trips, and several high-resolution digital photographs from the trip (with signed releases from those pictured in the photographs). Each student in the class also must also submit a one-to-two page reflection paper about the experience, with permission to use quotations from the paper in Nanovic Institute materials. Reports and photographs will be shared with faculty, benefactors, and university administrators and may also be used to publicize the travel and research on the Nanovic Institute website and in institute publications.

Additionally, at least some students and the professor may be asked to speak about the experience on video or attend a luncheon or banquet sponsored by the Nanovic Institute.

Planning a Nanovic Seminar in Europe: The Nanovic Institute would like to regularize and support course-related travel. To that end, we suggest the following procedure for courses that obtain Nanovic funding. The semester before the planned trip, the professor holds an informational session about the course and trip. Interested students should then apply for the seminar in a manner dictated by the professor, for example, by submitting a one-paragraph statement of interest. Professors may also choose to inquire about a student’s ability to pay for a portion of the expenses or if the student is interest in applying for an undergraduate research grant. Professors should then determine which students may enter the course at the professors’ discretion. Only students who have been thus approved may enroll in the course or the travel program.

Terms & Conditions: Once awarded, the funding must be used for the Nanovic Seminar in Europe 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 seminar’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 project and, if requested, recipient students must repay 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 Nanovic Seminar in Europe Grant, please contact the Research Development Coordinator at the Nanovic Institute by emailing mcaro@nd.edu.