The Nanovic Institute for European Studies

Conference Support Grant

**Purpose:** The Nanovic Conference Support Grant assists in the staging of academic conferences focused on issues of importance to European studies. Conferences may take place in Europe or at Notre Dame’s campus in South Bend.

**Deadline(s):** None. Applications will be accepted at any time during the academic year until the total funds are allocated.

**Maximum Award:** $5000. 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 faculty members of the University of Notre Dame. 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:

- The applicant’s current contact information (including a mailing address).
- A cover letter describing the conference’s location, topic, interdisciplinary aspects, connection to contemporary Europe, any publication to result from the conference, and the desired audience.
- A list of proposed participants, their institutional affiliations, and proposed topics.
- A budget in U.S. dollars that includes itemized expenses (best estimates), the total amount requested, and any other sought or obtained sources of funding. Faculty are encouraged to consult with Harriet Baldwin prior to submitting the Nanovic Symposium Grant application for assistance with budgeting and reservations of facilities.
- 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 Conference Support Grants, 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 application. Please note that application materials will not be returned.

**Requirements of the Grant:** The Nanovic Institute requests recognition as a supporter (not 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 brief letter 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.
**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.

**Questions?** For further information about Conference Support Grants, please contact the Research Development Coordinator at the Nanovic Institute by emailing mcaro@nd.edu.