The Nanovic Institute for European Studies

Pre-Study Abroad One-Credit Course Grant

Purpose: The Pre-Study Abroad One-Credit Course Grant supports the enrichment of Notre Dame’s study abroad programs in Europe. The grant funds courses that are designed to orient students to research opportunities while they are abroad and prepare students for a variety of cultural and intellectual experiences. The grant may support the course and related materials as well as a post-study abroad debriefing session.

Deadline(s): None. Applications will be accepted at any time during the academic year until the total funds are allocated. Applicants should apply with sufficient time to ensure that the course can be listed in the course catalog before the student enrollment period.

Maximum Award: $2000 per study abroad course and program location.

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. (Unlike the one-credit course grants, funds for the pre-study abroad one-credit courses are not restricted to non-tenure track faculty members.)

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 applicant’s vision for the course, whether the course is required for those in the study abroad program, the expected enrollment (and the expected attendance, if non-enrolled students are expected to attend), confirmation that a host department approves and will facilitate and administer enrollment, an official course number, and any plans for advertising or promoting the course.
- A tentative syllabus for the course, including presenters and their 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. The Nanovic Institute’s funds may be used to cover materials, one or two social events for the students to get acquainted prior to their time abroad, and modest honoraria for faculty members who organize or offer presentations to the pre-study abroad one-credit course. Honoraria for the faculty member(s) organizing the course may not exceed $500, and honoraria for faculty members presenting at a class meeting may not exceed $150. (The honoraria limits do not include materials costs.)
- The applicant’s current curriculum vitae.

Typically, the pre-study abroad one-credit courses are organized by one or two faculty members who attend all sessions, present at least several sessions, and provide continuity for the course. The sessions may include presentations by other faculty members, advanced graduate students, or by students who have returned from the study abroad program. (Current undergraduate students are not eligible for an honorarium funded by the Nanovic Institute, but they may be included in the social events and may be given a modest recognition for their efforts, such as a book.) The organizing professors are encouraged to use the Nanovic Institute’s facilities for at least one meeting or social event, and are encouraged to alert their students to the many resources available to facilitate research or internships abroad, including those of the Nanovic Institute.
Complete applications may be submitted by email to the assistant director at nanovic@nd.edu, or delivered in person or mailed to Pre-Study Abroad One-Credit Course Grants, c/o 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.

**Requirements of the Grant:** The Nanovic Institute requests recognition as a sponsor of the pre-study abroad one-credit course on the syllabus and in any publicity related to the course. After conducting the course, grant recipients must provide the Nanovic Institute with a brief letter about the course, including a final budget showing how the funds were allocated and, if feasible, at least one digital photograph related to the course. The Nanovic Institute would also appreciate any comments available from the students about their course experience. The letter and photographs should be emailed to the Nanovic Institute within two weeks or a reasonable time after the completion of the course. 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 Pre-Study Abroad One-Credit Course 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 course’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 course is cancelled. Any excess funds should also be returned to the Institute.

**Questions?** For further information about the One-Credit Course Grant, please contact the Research Development Coordinator at the Nanovic Institute by emailing mcaro@nd.edu.