Welcome to the Global Research Initiatives, Summer Dissertation Writing Workshop. GRI is part of the Provost’s effort to make the Global Network University accessible to the greater NYU scholar community. We are pleased to offer doctoral candidates this six-week workshop “boot camp” during which they will be away from the responsibilities and distractions of their everyday lives. By providing participants with travel and living, a workspace and an on-site advisor, GRI supports students through the difficult final phase of dissertation writing, leading up to filing and defense. We believe that by giving you a chance to sequester yourself to focus on writing and final revisions, you will have a distinct advantage in completing and filing your dissertation. We hope you will take advantage the opportunity to undertake this difficult work in a fresh environment, enjoying the benefits of living in one of these dynamic cities.

You may have some questions about how the program works, what to expect, and how to go about booking your travel. This handbook is designed to answer these questions, so please read it carefully, familiarizing yourself with the program guidelines. A copy of this document is available on our webpage. The program is designed with the specific mission outlined above so it is important to understand what things are possible and not possible through the program, and there are certain factors that affect eligibility. As the goal is to take students out of their daily environment and provide them with a solid six-week period in which to write, it is not suitable for those that cannot be away from their families (they may wish to consider our Research Institutes program), or for those that cannot be in attendance for the entire duration of the program. Our office strives to provide summer workshop participants with prompt responses to their inquiries. Due to the level of planning involved, your prompt response time is crucial to participation in this program.

The majority of communication, alerts and updates will be sent via email, so be sure to check your NYU email address and plan to use it for all of your correspondence with us. We hold an orientation session each semester in May for the workshops, during which we look forward to meeting you in person. You will receive an invitation to this event via email a few weeks before it is scheduled to take place.

The Table of Contents contains the subject headings and corresponding page numbers, as well as shortcuts to the FAQs. Each heading explains a main component of the program. Underneath each heading are the most frequently asked questions. The GRI webpage also features FAQs on the right-hand side of each program page. Once you have reviewed your handbook and consulted the relevant webpage, additional questions can be sent to global.research@nyu.edu, which is your main point of contact for this program.
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COMMONLY USED TERMS & ACRONYMS

- **Egencia** – The online booking service used to book travel by GRI. It is accessible through NYU Traveler.
- **GlobalChek Plus** – A self-service visa and immigration program specifically calibrated for use by the NYU community. Members of the NYU community can use this tool to find personalized information about their visa and immigration needs while traveling outside of the United States for official NYU purposes.
- **GRI** – Global Research Initiatives
- **HTH Worldwide** – The insurance company from which GRI purchases comprehensive medical coverage for workshop participants that are traveling internationally.
- **NYU Traveler** - A web-based portal that is linked to NYU’s travel safety service, Worldcue and associated travel online booking services.
- **OGS** – The Office of Global Services
- **Per Diem** – The $50 per day given to participants in the summer workshops to cover the cost of food. It is deposited in the student’s bank account prior to departure.

GENERAL ELIGIBILITY

This program is for doctoral candidates in the final writing stages of their dissertation that have had their advisors confirm their writing progress with our office (in writing, via email). Participants have finished their research, and have already completed several chapters of their dissertation by the time they have applied. A shared office space is provided at the GRI Institutes, which are co-located at the NYU sites in the cities where the workshops are held. Students are expected to be writing at their desks for the greater part of the day (generally from 9 AM to 5 PM), in order to get the most out of the program. Participants must not still be undertaking research, other than minor fact checking. Housing consists of single room, dormitory-style apartments, which participants are required to occupy. Due to the nature of the program, participants may not have visitors during the week and are discouraged from having visitors during weekends. Any overnight travel must be taken on weekends. Students must be in attendance for the entire six week period announced on our website and the acceptance letter. Students that cannot or do not wish to abide by the program guidelines, are considered no longer eligible to participate.

**Q: What is included as part of this program?**

**A:** This is a six-week workshop for doctoral candidates to focus on completing their dissertations in a distraction-free environment. Students are provided with travel to and from the city where the workshop is located and are given a workspace. There will be a faculty advisor on site to provide general
advice and moral support. Housing is provided, along with a per diem advance to cover the cost of food.

Q: I am behind schedule and still in the process of conducting research for my dissertation. I have not completed as much writing I expected to. Am I still eligible?

A: No. The program consists of small workshops focused on issues surrounding finalizing dissertation writing and structure. It is designed for PhD Candidates in the final write-up stages of their dissertations. The bulk of the research should be complete. As these groups are quite small, it is important that all participants be in a similar place in their work to foster a maximally productive atmosphere. Normally, participants plan to file in the fall following the workshop, or in some cases, early spring. Students who are not far along in their writing will not gain the intended benefits of the program, which can in turn affect the group dynamic for the rest of the participants. Accepted students who are behind schedule are best suited for a workshop during the following summer. Anyone in this situation should contact us to explain as soon as possible (SEE CANCELLATION), and then reapply when we begin taking applications again in the fall. Previous acceptance will be taken into consideration and should be noted in the application.

Q: I would like to participate in this program, but I can only attend for part of the six-week period. Can I attend for only part of the program?

A: No. Participants must be present for the entire duration of the workshop.

Q: I would like to travel while participating in this program. Is this possible?

A: It depends. Participants are expected to be in residence during the week from Monday – Friday. Travel must be restricted to weekends with participants departing no earlier than Friday afternoon and returning no later than Sunday night.

Q: Do I need some sort of approval in order to participate in the program?

A: Yes. All acceptances are provisional until our office receives an email from the applicant’s advisor indicating both approval of participation in the program and that the student has indeed reached the final writing stages.

Q: Do I need to submit a summary or report after I have completed the workshop?

A: No. The goal of the trip is for students to focus on completing and filing their dissertations. We do not ask that participants provide a report or summary.

Q: I have a different email address that I prefer to use, may I use it for communication regarding this program?

A: No. The systems used to make this program possible will automatically send all correspondence to the NYU email address. This is also the email we use for all of our communication with workshop
participants. It is possible to forward emails sent to an NYU address to a different email address by changing the settings.

**Q: I am an international student; is there anything I should know about participating in this program?**

**A:** Yes. [SEE INTERNATIONAL STUDENTS.]

**Q: I am thinking of applying for another GRI program in the future, am I still eligible?**

**A:** No. The dissertation workshop is meant to be the final step in a doctoral candidate’s degree progress. Only enrolled students are eligible for GRI programs and they may not participate in a dissertation writing workshop more than once.

**TIMELINE, COMMUNICATION AND PLANNING**

These workshops generally run from mid-June to mid-July and may vary somewhat depending on the schedule of the site. Applicants are notified in February and planning begins soon after acceptance. The official letter of acceptance is sent as a PDF attachment upon acceptance. Once the acceptance letter is sent, prompt communication is required from students to ensure that no steps are missed in the detailed planning process.

Communication from our office is always sent out via email, and there are several important emails and documents that students should be tracking as they are crucial to planning and participation (SEE IMPORTANT COMMUNICATION). When participants receive their acceptance email, the following documents are attached: the Acceptance Letter (SEE ACCEPTANCE AND OFFICIAL LETTER), the Important Notes, the Contact Information sheet. Students must complete and return the Contact Information sheet as part of confirming participation in the program and in order to be cleared to book travel.

Approximately a month after participants receive the acceptance letter (and have confirmed participation) they will receive the Travel Email (SEE TRAVEL AND LIVING). This message includes detailed instructions on booking travel, including a link to use to purchase a flight that is paid for by GRI. The Pre-departure Information sheet, which includes details about housing, will be attached to this email.

After travel is booked, participants that will receive a per diem advance are sent documents they must complete in order to receive it (SEE PER DIEM). This includes the Per Diem Advance Form and Direct Deposit Authorization. When returning these documents participants must include a voided check. **Even those already in the NYU payroll system must submit these documents.** If all of the documents are completed and returned on time, the per diem will be deposited normally no later than two weeks prior to departure. Students traveling internationally will also receive an email confirming travel health insurance coverage from a company called HTH Worldwide (SEE ADDITIONAL BENEFITS). This email is normally sent out after travel is booked, towards the end of the semester.
Upon completion of the workshop, participants receive the **Per Diem Reconciliation** form which they must complete and return, along with scanned copies of the boarding passes or rail ticket stubs. After the program concludes, all participants will receive a **Feedback Email** requesting some brief information about their experience.

**Q: Will I get a chance to meet the other program participants? How can I find out who they are?**

**A:** The best place to meet members of your cohort is at the orientation we hold before the programs begin. This is held in May. Participants are invited via email about three weeks before it is scheduled to take place. Another option is to take note of the recipients of the Travel Email. This email is sent to everyone going to a particular city and the emails addresses of all of the participants can be found in the ‘CC’ field. We include the names as well as the emails when formatting this message. However, differences in browsers and email clients may cause only the emails to be visible.

**ACCEPTANCE EMAIL & DATES OF PROGRAM**

Applicants are notified of acceptance via email. Recipients are required to respond confirming participation. The Acceptance Email contains the official start and end date of the program, including instructions on when participants must arrive and depart. **Participants must abide by these dates.** Workshops begin on a Monday and conclude on a Friday. Participants must arrive on the Saturday prior to the Monday start date and depart on the Saturday following the Friday end date. There are no exceptions. Once participants finalize their Saturday arrival time, they should reach out to the on-site contact, specified on the Pre-Departure information sheet, with their approximate arrival time at the dorms. While a separate letter is not provided for summer programs, anyone requiring a letter (for example, for a visa) may request one from our office.

**Q: I received my Acceptance Email. What do I do now?**

**A:** Workshop participants must respond to confirm participation and acknowledge that they will arrive and depart as instructed. They also must complete and return the attached Contact Information sheet. Detailed instructions can be found in the email. It is a good idea for workshop participants who will travel internationally to immediately check their passport and confirm that it does not expire until at least three months after the workshop ends and that there are ample blank pages left.

**Q: I am an international student and need a visa for my travel. The consulate requires proof of acceptance; will this Acceptance Email suffice for the visa?**

**A:** Perhaps, but it is best to request an acceptance letter to be drafted by our office. This will be sent as a PDF document via email (SEE INTERNATIONAL STUDENTS).
Q: What if I find out after acceptance that I cannot be in residence for the entire workshop or must take a trip during the six-week period?

A: Due to the program design, anyone that finds out that they can no longer abide by the program dates or must be away for part of program is no longer eligible. Whenever such a situation is expected we ask to be given as much notice as possible so that we can potentially fill the slot with a waitlisted candidate (SEE CANCELLATION).

INTERNATIONAL STUDENTS

The following does not apply to international students who will be in Washington, D.C.

International students must check in with the Office of Global Services (OGS) prior to departure, bringing with them a printout of an email indicating advisor approval and confirm that they can travel without violating the terms of their student visa. Further information from OGS about requirements for international students is available here.

Participants are required to secure their own visas, if one is required for their travel. Shortly after acceptance, international students should consult GlobalChek Plus, a tool for members of the NYU community to get personalized immigration information for trips taken for official NYU business (such as this workshop). Find a link to FAQs about this tool and login instructions here. Students should then consult with an outbound travel representative at OGS for further support by phone or email. Students should begin the lengthy process of securing a visa well in advance of the planned departure date.

Q: I am not sure if I need a visa for the country I am planning to go to. How can I find out if I need a visa and how to get one?

A: As explained above, students can find out this information using GlobalChek Plus. A link to FAQs regarding this tool and login instructions is available here. Students can consult with an outbound travel representative at OGS for further support after consulting GlobalChek Plus.

Q: To get the visa I need, the consulate requires proof of acceptance to the program. Will my GRI Acceptance Email suffice?

A: Perhaps, but it is best to request to have a letter drafted by our office. This will be sent as a PDF document via email. Some consulates have specific formatting requirements for such letters. When this is the case, the student should email our office, explaining the format requirements. Upon acceptance, all international students should consult GlobalChek Plus to confirm the visa requirements of the country they plan to visit (SEE TRAVEL & VISA).

CANCELLATION

It is inevitable that sometimes circumstances require that accepted students withdraw from the program. In these cases, we ask for as much advance notice as possible so that the slot can be filled by a
waitlisted applicant. As such, we ask students to be in close communication with us as soon as they suspect that their circumstances may result in their withdrawal from the program. Anyone who thinks that they may need to withdraw should not book travel (even if it means they will not meet the booking deadline) and send us an email explaining the situation.

GRI reserves the right to rescind a student’s acceptance to the program should circumstances require it. Reasons for this can include, but are not limited to: changes at the site, participant non-response, failure to follow the steps required for participation or at the request of the student’s academic department, department head or academic advisor.

Q: My circumstances have changed and I can no longer participate in the program. I have not yet purchased travel. What is the cancellation policy?

A: It is inevitable that occasionally, accepted students must withdraw from the program. In these cases, we ask for as much advance notice as possible so that the slot can be filled by a waitlisted applicant. Students that must cancel should email our office as soon as they can, once they’ve confirmed they can no longer participate. Our office will follow with confirmation.

Q: My circumstances have changed and I can no longer participate in the program. I have already purchased travel. What is the cancellation policy?

A: Cancellation after purchasing travel should be a last resort as the fellowship slot will likely remain empty and the department will likely not be able to obtain a refund for the ticket. Egencia (the online booking service through which travel is purchased) aggregates tickets from many airlines and so each ticket has a different refund policy. Fellows are encouraged to read through the terms of the ticket before finalizing the purchase. We ask fellows to be in close communication with us if they suspect that their circumstances may result in their withdrawal from the program- preferably before making any travel purchases. If a fellow must cancel after purchasing travel, they must contact us as soon as possible with an explanation.

PROGRAM FORMAT

These six-week writing workshops are designed to be intensive “boot-camps” to help participants in the final writing stages of their dissertation finish up and prepare to file. The program frees students from the distractions and responsibilities of their everyday lives and allows them to complete their work in a supportive environment, during daily office hours held Monday – Friday. It is complemented by group workshop sessions, held once or twice a week, led by the on-site advisor and one-on-one meetings with the advisor. Since much depends on the group dynamic, the advisors at each site have leeway to include more or fewer activities as they see fit. This is often done in consultation with the workshop participants. For this reason, the program format varies slightly from site to site.

Participants must arrive on the Saturday prior to the Monday start date, in order to check into housing. They will be given a housing orientation shortly after arriving, or the next day on Sunday, depending on what is more practical. Students will report to the GRI on-site offices on Monday morning to have their
workspaces assigned and begin the program. They will be introduced to the on-site administrator and advisor and given a tour of the office facilities. A welcome dinner is normally held on the first Monday. Participants may not check into housing earlier than the Saturday prior to the start date.

Once the program is underway, participants are expected to be in residence, from Monday – Friday, in their offices and keep regular hours in the interest of getting the most out of the program (normally, around 9 AM to 5 PM). This is, however, not strictly enforced, as it is understood that different people are more productive at different times of the day. How late people can stay at their offices, and whether weekend access is available, varies from site to site and will be explained during the orientation. Participants are expected to attend the weekly group meetings as well as any additional events scheduled by the advisor. A farewell event is normally held at the end of the program.

Q: I understand I’m expected to keep regular office hours. How is this enforced? Are there any exceptions?

A: Workshop participants are expected to be in residence from Monday through Friday in order to maximize their writing time and get the most out of the program. They set their own hours. Attendance is not taken but participants should be in communication with their advisors if they will not be in the office at all on a weekend. Students should make every effort to be at weekly workshop meetings and other group events as these are mandatory, and should be in touch with their advisor if it is not possible.

Q: I understand that I must be in residence during the week, but I would like to travel on weekends while participating in this program. Is this possible?

A: It depends. Travel must be restricted to weekends with participants departing no earlier than Friday afternoon and returning no later than Sunday night. Any extended travel should be planned before the workshop begins or following its completion.

TRAVEL AND LIVING

GRI provides participants with roundtrip travel to the city in which the workshop is located. Normally this is one, round-trip, economy-class flight from New York to the destination city and then back to New York [NYC > GRI SITE > NYC]. Our mandate is to get participants to and from the city in which the workshop is held: any additional travel is out of the purview of the program and the responsibility of the student. Ground transportation is not included.

All summer workshop-related air and rail travel is purchased using NYU Traveler’s Egencia system and paid for by GRI. Egencia is the corporate version of Expedia, so it is a familiar interface that travelers can use to find an itinerary that suits their needs. Booking travel is fairly easy using Egencia, but it is important to use the link provided in the Travel Email to book flights, so that they are charged to GRI. We send an email with instructions on booking travel to all fellows bound for the same site in a given semester. This is an important email that should be read carefully and saved for use when the fellow is ready to book travel. All fellows, student and faculty, are copied on the travel email so that members
of the group can see the email addresses of the rest of their cohort. Each ticket has a different refund policy so fellows are encouraged to read through the terms of the ticket before finalizing the purchase. See the FAQs below for more details on booking flights.

Fellows traveling to Washington, D. C. may fly, take an Amtrak train (including Amtrak Acela Business Class) or drive and request a mileage reimbursement. Trains are also booked via Egencia, but not through the process used for flights as described above – the process is explained in the FAQs below.

Fellows can only be provided after a trip has been completed and so will be provided upon completion of the fellowship. Drivers must submit a map of the route they took (using a service such as Google Maps). They will be reimbursed at the standard mileage reimbursement rate, available [here](#).

We require that participants book international flights at least 60 days in advance and domestic travel to D. C. 30 days in advance of the departure date. The ticket receipts are required to initiate the per diem process, and we also must get the confirmed dates of travel to various NYU departments. Anyone that thinks they will not be able to make this deadline due to unexpected circumstances should email our office.

**Q: I have been accepted into the program. How will my flight be arranged?**

**A:** Several months before departure, an email containing a link to NYU Traveler's Egencia system will be sent containing instructions on selecting an itinerary. Egencia is the corporate version of Expedia so searching for flights is similar to doing so via a travel website. Purchase is a 3-step process. 1) Participants select the itinerary that suits their needs and submit it for approval. 2) Our office approves, or does not approve, the itinerary. Rejected itineraries will include a reason. 3) Once approved, the participant will receive an email requesting final confirmation of the itinerary. When the participant has completed this step, the ticket will be automatically purchased and charged to GRI.

**Q: I am participating in the workshop held at GRI's Washington, D. C. institute. What are my travel options?**

**A:** Fellows traveling to Washington, D. C. may fly, take an Amtrak train (including Amtrak Acela Business Class) or drive and request a mileage reimbursement. Fellows that wish to fly will follow the instructions above.

**RAIL:** Those that wish to travel by rail will also book using NYU Traveler’s Egencia system by selecting the “Rail” option to choose an Amtrak itinerary (fellows are welcome to select Acela Business Class) and then save it without entering payment information. They must then send an email including a link to their itinerary (or itinerary number) to our office so that we can complete the purchase.

**CAR:** Those that wish to drive will be reimbursed based on the federal government’s standard mileage rate, which covers the use of the vehicle and gasoline. A new rate is issued each January by the IRS; for the current rate, see the Controller’s Division Website. The fellow must provide our office with a map of the route they took, using a mapping website such as Google Maps. Mileage reimbursements can only
be provided after a trip has been completed. Each map should somewhere note the date of the journey as the maps will also be submitted in order to process the per diem.

Q: I have been accepted to the program and wish to arrive earlier / depart later than the dates of the workshop. May I have GRI purchase a ticket that arrives earlier or departs later?

A: Yes. Our office is willing to provide a ticket with dates that extend longer than the workshop, provided that it is not significantly more expensive and that the stay does not violate visa restrictions. Workshop participants will be responsible for securing housing for any extended travel as they may only stay in housing for the duration of the workshop.

Q: I need to depart from a city other than New York. Is this possible?

A: Yes. GRI will provide a round-trip ticket from cities other than New York provided it is reasonable and not cost prohibitive.

Q: After I complete the workshop, I will need to return to a different city than I departed from. Is this possible?

A: It depends. Participants should aim to plan travel that will have them returning to the same city from which they departed: CITY A > GRI SITE > CITY A. However, when the price differential is not excessive, we will consider itineraries returning to a different city, such as CITY A > GRI SITE > CITY B. Students who want to have such an itinerary considered should email us, pasting a sample itinerary from Egencia (showing the price) into the email.

Q: I have been accepted to the program but have already purchased a flight. Will GRI provide me with a reimbursement or a ticket for a different trip I wish to take?

A: No. Our office will not provide reimbursement for travel already purchased or a ticket for a different trip.

Q: I will already be in the city where the workshop will take place. Will GRI provide me with a reimbursement or a ticket for a different trip I wish to take?

A: No. Our office will not provide reimbursement for travel when a participant is already in the city in which their workshop will take place. However, we will provide a return ticket.

Q: I have to change my ticket. Is this possible?

A: Yes, but the traveler is responsible for the cost of any changes made to tickets after purchase. Travelers must call Egencia directly (877-613-4284) to make changes to existing itineraries. The cost varies widely depending on the change and the terms of the ticket. The Egencia agent will need to confirm the change with someone in our office so it is best to email us prior to changing tickets.

Q: I am traveling with a partner/spouse/family member and will pay for the ticket myself. How can I ensure that we purchase the same itinerary?
A: This ultimately needs to be handled by calling Egencia directly (877-613-4284). The first step is for the traveler to select the desired itinerary using the link provided by GRI and submit it for approval. Once it is approved by our office, the traveler must not take the final step of confirming the itinerary for purchase, but instead call Egencia and explain the situation to the agent, requesting to purchase the same itinerary for the travel companion. It can help to have the itinerary number - this can be found in the Egencia reservation and is assigned before the purchase is completed. The traveler should be prepared to pay for the companion’s ticket with a credit card. Upon completing the purchase, the traveler should then confirm their own itinerary for purchase (this may be possible to do on the phone with the agent).

It is important to note that anyone traveling with a friend or family member must ensure that this person has secured their own housing. GRI housing is for program participants only (SEE HOUSING).

Q: What is the deadline for purchasing travel? Why are they in place?

A: We ask that workshop participants traveling internationally complete booking their travel 60 days prior to departure for international travel and 30 days prior in the case of domestic travel (this includes submitting a map for drivers). The ticket receipts are required to initiate the per diem process and we also must get the confirmed dates of travel to various NYU departments. Students that do not meet the deadline risk delaying their per diem. Anyone who thinks they will not be able to make this deadline due to unexpected circumstances should email our office. The deadlines are also in place for budgetary reasons, as airfares become more expensive closer to the time of departure.

Q: I plan to take another trip right before or after the program. Will GRI cover a multi-destination ticket?

A: No. Any additional travel is normally the responsibility of the traveler. However, one option is to purchase a ticket via Egencia departing before the beginning of the workshop OR with a delayed return date (past the last day of the workshop), and to plan other travel based around this ticket. It is important to take visa and immigration restrictions into consideration when considering this type of travel. Participants who want to have such an itinerary considered should email us with more details.

Q: I plan to take another trip right before or after the program. I understand that GRI will not cover additional travel, but can I pay for part of the ticket myself?

A: No. There is no way to pay separately for multiple trips on the same ticket. An option to make additional travel possible is to select a ticket via Egencia departing before the beginning of the workshop OR with a delayed return date, (past the last day of the workshop) and to plan other travel around this ticket. It is important to keep in mind visa and immigration restrictions when considering this type of travel. Students who want to have such an itinerary considered should email us with more details.

Q: Will GRI cover ground transportation?

A: No. The workshop covers travel to and from the city in question. Ground transportation or any additional travel is the responsibility of the participant.
Q: Will GRI reimburse me for luggage fees levied by the airline?

A: No. Any expenses incurred while traveling are the responsibility of the participant.

HOUSING

Staying in the housing provided is a requirement for participating in the workshop. Dormitory-style apartments with private bedrooms and shared bathrooms are reserved for each participant. Sheets and towels are provided. Participants will have access to very basic kitchen facilities (i.e. sink, mini- or full-sized refrigerator, hot plate or microwave) which vary from site to site. We provide as much information about housing as is available to us on the Pre-Departure Information Sheet (attached to the Travel Email), but photos are not available. The housing is appropriate for single-living only, in line with the program restrictions regarding guests (SEE GUESTS/FAMILY/CHILDREN). Wireless access at the dorms varies from site to site, but participants can plan on having dependable online access at their offices. Participants must check into housing on the Saturday prior to the Monday start date and depart on the Saturday following the Friday end date. There are no exceptions.

Q: What is the housing like?

A: Housing varies from site to site but is always in line with what is described above: single, dorm-style bedrooms with shared bathrooms and access to laundry facilities. Florence workshop participants are housed on-site at La Pietra. Washington, D. C. workshop participants will also be on site: they are housed in the NYU D.C. building, several floors above their work stations. Berlin and London participants are housed off-site. All accommodations will have access to very basic kitchen facilities which vary from site to site (see above). Whenever possible, the GRI workshop cohort is housed away from other programs. While this is not always possible, they can count on having their own bedroom and not having to share a bathroom with people in different programs.

Q: What should I bring with me?

A: The main things participants should plan to bring are clothes, toiletries and anything they need in order to work on their dissertations. It’s useful to check the average weather for the city during this time of year. As sheets and towels are provided, it is not necessary to bring these. It is not recommended to bring cooking or eating implements as the accommodations will have some basic items available. Although computers are available at each assigned workspace, it is strongly recommended that participants bring their own laptop and an external hard drive to back up their work, along with planning to back-up online using services such as NYU Files 2.0 or DropBox (SEE BEFORE YOU DEPART).
Q: I will arrive in the city before the specified Saturday check-in date / I will depart from the city after the specified Saturday check-out date. May I stay in my housing for a longer period of time?

A: No. The housing must be used for the dates specified in the acceptance email, for the entirety of the program. Participants cannot arrive early or depart later. NYU utilizes housing on strict schedules and there are often groups scheduled to arrive right after one departs.

Q: A friend / family member will be visiting the city, can they stay with me for a weekend or short period?

A: It depends. Overnight guests are allowed only on weekends and may not stay for successive or multiple weekends (SEE GUESTS / FAMILY / CHILDREN).

GUESTS / FAMILY / CHILDREN

Staying in the housing provided by this program is a requirement for participating in the workshop and is appropriate for single-living only. In order to achieve the program mission of keeping students free from distractions, participants are restricted from hosting overnight guests during the week and discouraged from hosting overnight guests on weekends. Those that wish to host overnight guests on a weekend must not have a guest stay for more than one weekend, for successive weekends, or on a regular basis. Although the rules regarding guests vary from dorm to dorm, the GRI Summer Workshop guest restrictions are to be observed by participants at every site. This is in the interest of fairness and of helping participants get the most out of the program.

Q: I would like to take this trip with a friend/spouse/family member. Is this possible?

A: Yes. But this person must make separate housing arrangements and not spend consecutive weekends in housing provided by the program. Travel for any companions, of course, must be paid for by the traveler (SEE TRAVEL).

Q: A friend / family member will be visiting the city. I understand that they cannot stay with me during the week. Can they stay with me for a weekend?

A: It depends. Overnight guests are permitted on weekends, but not for successive weekends or on a regular basis. While it is permitted, it is not encouraged, as the program is designed to give dissertators a chance to work on their writing without interruption. Overnight visitors are not allowed during the week.

Q: I have a young child that I do not want to be away from for the duration of the program. Can I make special housing arrangements or have them stay with me every weekend?

A: No. The housing is considered an integral part of the program and participants must stay in the housing provided. In addition, NYU has rules against housing children in its dormitories. One possible solution is to have a family member stay nearby with the child for the duration of the workshop.
Another is to request specifically to be placed in Washington, D.C. so that frequent trips can be made on the weekends back to New York. Staying in D.C. has proved to be a solution for former participants who wanted to balance the freedom to work offered by the workshop along with frequent weekend visits home to spend time with a child. We also encourage people that need to travel with family and children to apply for a research fellowship during the fall or spring (when appropriate) instead of a summer workshop. The Research Institute fellowships are less structured than the workshops, and fellows have input regarding the dates and secure their own housing, so they are much more flexible.

Q: I have a young child / family member / spouse that I do not want to be away from for the duration of the program. None of the solutions proposed above will work for me. Are there any arrangements, special considerations or solutions you have for people in this situation?

A: No. The workshop is designed with a specific mission to provide an environment free of distractions for six-weeks during which a doctoral candidate can write their dissertation. It may not be appropriate for everyone. We have been able to help some past-participants manage by placing them at the Washington, D.C. site or having them apply for a fall fellowship, but this will not make it possible for every applicant to participate.

VISA / IMMIGRATION

This program was designed to make travel as easy as possible for participants. As such, most United States citizens will not need to obtain visas before departure. An entry stamp, placed in a traveler's passport upon arrival, will suffice for travel in most cases. Entry will usually be granted to US citizens, visa-free and on upon arrival, for stays of up to 180 days in the United Kingdom and for stays of up to 90 days within a 180 day period in Germany and Italy.

Participants are responsible for securing their own visas whenever it is required. There is support available for those requiring visas, including international students, from GlobalChek Plus, which is explained in greater detail below.

Q: I was accepted for a workshop abroad. Do I need a visa to go on this trip?

A: It depends on the length of the trip. For most US citizens, travel will require no more than the entry stamp placed in the passport upon arrival. These stamps allow stays of various lengths, depending on the country, as explained above. **International students** will need to investigate whether a visa is required for their travel, what steps must be taken and should consult GlobalChek Plus and with OGS after acceptance.

Q: What is GlobalChek Plus?

A: GlobalChek Plus is a resource for international students or anyone planning extended NYU-related travel. It is a self-service visa and immigration program specifically calibrated for use by the NYU community. Members of the NYU community can use this tool to find personalized information about
Q: Are there any resources available to me to help me find out what the immigration requirements are in the country I will be going to?

A: Yes. NYU students and faculty may use GlobalChek Plus, a self-service visa and immigration program specifically calibrated for use by the NYU community. Members of the NYU community can use this tool to find personalized information about their visa and immigration needs while traveling outside of the United States for official NYU purposes. Students planning longer trips should use this tool prior to purchasing tickets. It is strongly recommended that International Students consult GlobalChek Plus soon after acceptance so that any arrangements to secure a visa can be made well in advance. Students should then follow up with an Outbound Advisor and OGS via email or phone. Find a link to FAQs about GlobalChek Plus, including login instructions, here (SEE INTERNATIONAL STUDENTS).

Q: I am an international student and require proof of insurance to get the visa I need for my trip. How can I get such a letter?

A: Most insurance plans offer some sort of international coverage: this includes the insurance plan offered by NYU. NYU’s Student Health Insurance plan includes enough coverage abroad to qualify for most visas. Students with this plan can contact the office directly for instructions on how to get this letter. Students with insurance from other providers should contact the company directly to find out whether there is sufficient medical travel coverage to secure a visa and request a letter. GRI provides students traveling internationally with a comprehensive medical coverage plan from HTH Worldwide. However, students are not enrolled in HTH until shortly before for their trip, and only after their travel is purchased. This means a letter may not be provided from HTH in time to secure a visa (see ADDITIONAL BENEFITS - INSURANCE).

PER DIEM AND FINANCIAL CONSIDERATIONS

The per diem is $50 per day for each day of the workshop. Participants receive this as an advance lump sum in dollars that is deposited into their bank accounts. Normally, it is deposited no later than 2 weeks prior to the workshop start date. To get the per diem, action is required on the part of the student both before and after travel.

There are three things that must be completed and sent to our office in order to receive the per diem: the Per Diem Advance form, the Direct Deposit form and a scanned voided check (a personal check with the word ‘VOID’ written across it). These should all be sent over in one email. These documents, along with instructions, are sent out to participants as email attachments after travel is booked. Those without checking accounts (i.e. savings accounts, etc.) must provide a bank document giving all the bank details (account number, routing number etc.). Some banks can provide a document called a “Direct Deposit
Set-Up Form” that includes all of the required information – this can be provided to our office in lieu of a voided check.

To get the per diem, evidence of travel must be provided to Accounts Payable both before departure and upon return. Our office provides Accounts Payable with a copy of the e-ticket receipt in order to get the advance. However, participants are responsible for retaining their boarding passes or rail ticket stubs which need to be submitted in order to reconcile the advance (drivers to D.C. will need to provide maps of both the departure and return journey). Upon return, students are asked to complete a Per Diem Reconciliation form and to provide scanned copies of the boarding passes or ticket stubs (or maps). Failure to do this will result in NYU holding the student responsible for the funds.

Q: For what period of time can I receive the per diem?
A: The per diem is granted for the dates of the workshop, starting the Saturday or Sunday prior to the first day and the ending on the Friday or Saturday on which the workshop ends.

Q: When will I receive the documents needed for the per diem?
A: These are sent shortly after travel has been booked.

Q: When can I expect the per diem to be deposited?
A: This will be deposited no later than 2 weeks prior to the start of the workshop, provided the documents are submitted by the deadline. Students should contact our office if it has not yet been deposited by that time.

Q: I work for NYU in some capacity and already receive a direct deposit from the university. Do I still have to complete the paperwork?
A: Yes. The per diem is processed as an advance, which is separate from Payroll.

Q: I lost my boarding pass. Is there any other acceptable form of proof I can present to reconcile the per diem upon my return?
A: Yes. The preferred form of documentation is always the boarding pass. In cases where this is irretrievably lost, other forms of acceptable evidence include a scanned copy of the passport stamps showing entry and exit from the country, or a statement from your frequent flier club.

Q: I have a bank account but do not have access to checks. Is there something else I can provide to set up the direct deposit?
A: Yes. Any official bank document which includes both the account number and the routing number (RTN, also called ABA Number) is acceptable. Sometimes (but not always), these numbers appear on a bank statement. Many banks can provide a “Direct Deposit Set-Up” form that includes all of the required information – this can be provided to our office in lieu of a voided check. Any document
provided in lieu of a check must include both sets of numbers - one of these is not enough. You may want to contact your bank directly for help getting such a document.

Q: I do not have a checking or savings account. How can I get the per diem?

A: Having the per diem deposited directly into a bank account is the best method for receiving these funds. However, those without an account can complete the paperwork and have a check mailed to them. This method is not as reliable as direct deposit and we recommend a checking account be used whenever possible.

Q: Are there additional funds available for transportation to and from the airport?

A: No. Ground transportation is not covered by this program.

Q: Are there additional funds available for luggage fees levied by the airline?

A: No. This is outside the scope of the program.

ADDITIONAL BENEFITS

In addition to the travel, office use and the per diem provided by GRI, there are a few additional benefits that our office provides.

MEDICAL TRAVEL INSURANCE:

NYU requires that students traveling abroad have a comprehensive medical insurance plan. We purchase a generous plan for GRI students traveling abroad from a company called HTH Worldwide. Coverage lasts for the duration of the workshop, which may not be the same as the period of intended travel. Anyone planning to be abroad before the workshop begins or after it ends should contact HTH directly to extend coverage, as it is required by NYU. Insurance from this company can be purchased in increments as small as one week and is fairly reasonably priced. Students typically receive a welcome email from HTH two weeks prior to departure, provided the participant has completed arranging their travel. Those traveling to Washington, D.C. do not require additional medical insurance as they are already covered under their current plans.

Q: I will be in Washington, D.C. for my dissertation workshop. Why won’t I get additional insurance coverage from HTH?

A: Additional insurance is only necessary for international travel as most plans provide only minimal coverage, if any, to plan members when they leave the United States. NYU students in New York are required to have health insurance as a condition of enrollment and these plans provide national coverage. Students who will be in the D. C. should consult their providers prior to departure to find a list of doctors in the D. C. area that accept their insurance. Those insured through NYU’s Student Health Insurance can consult this page.
LIBRARY BORROWING PRIVILEGES:

Workshop participants are expected to be finished with the bulk of their dissertation research. However, we will offer limited borrowing access to those that find they must fact-check their dissertations with an item from the Bobst collection. Participants will have access to extended services from Bobst Library, which includes the option of having books shipped to NYU sites as well as some scanning services of documents available at NYU Libraries. This service can be accessed through the 'NYU Libraries' section on the 'Research' tab of NYUHome. As with all library loans, borrowers are responsible for returning materials by express shipping services, either by having the GRI administrator send the book back or by physically returning the book to the library. **GRI will absorb the return shipping costs of no more than three books.**

Q: I would like to consult more than three books while away. Why won’t GRI pay for the return shipping cost of more than three books?

A: These writing workshops are designed for students in the final write-up stages of their dissertations, not those that still require research. It is expected that participants will have completed the bulk of their research. Books must be shipped back to Bobst Library using express shipping services and, depending on the location, often cost upwards of $50, which makes extensive shipping cost prohibitive for our program. Anyone that must extensively reference materials located at the Bobst Library in New York should plan to do so before departure or upon return. It is also suggested that you scan some of your important research materials before departure.
IMPORTANT COMMUNICATION (in order of receipt)

Important communication is listed along with the attached documents below. All of these emails require a response unless otherwise indicated. Asterisks indicate that the document is to be completed and returned by the participant.

Acceptance Notification Email

- Important Notes
- Contact Information Form*
- GRI Summer Dissertation Writing Workshop Handbook

Travel Email – Workshop participants must book travel using links and instructions therein. A response is not required, but this email should be saved for future reference, if it will not be used immediately.

- Pre-departure Information document

Per Diem Email

- Per Diem Advance Form*
- Direct Deposit Form* (must be sent with a scanned copy of voided check)

Orientation & Reception Invitation Email

Insurance Enrollment Welcome Email (check spam folder, does not require response)

Per Diem Reconciliation Email

- Per Diem Reconciliation Form* (must be sent with scanned copies of boarding passes)

Feedback Email

* A document to be completed and returned by the workshop participant
BEFORE TRAVELING

Before departure, workshop participants should take care to do the following things. Many of these are explained in greater detail in the Pre-departure information document. Only the last three will apply to those traveling to Washington, D. C.:

- **Check passport** – Upon acceptance, students should check that the expiration date on their passport ensuring that it expires no sooner than three months after the intended return date. They should also ensure that there are enough blank pages for entry stamps.
- **Print out acceptance document** – Although it may not be required, it is a good idea to have a hard copy of the letter on-hand when traveling should it be requested by immigration officials.
- **Contact site coordinator with expected arrival date and time** – The contact person for each site is listed on the pre-departure information document.
- **Scan reference materials** – Although there are some library shipping services available, it is best to have items that may be useful to research scanned in advance and readily available during the trip.
- **Prepare backup system** – There is nothing worse than losing work due to loss or computer error. It is a good idea to bring a laptop, an external hard drive AND back up to a cloud-based service as well, such as NYU’s Files 2.0 (Under the ‘Files” tab at NYUHome) or DropBox.
FAQS QUICKLIST

GENERAL ELIGIBILITY

Q: What is included as part of this program?

Q: I am behind schedule and still in the process of conducting research for my dissertation. I have not completed as much writing I expected to. Am I still eligible?

Q: I would like to participate in this program, but I can only attend for part of the six-week period. Can I attend for only part of the program?

Q: I would like to travel while participating in this program. Is this possible?

Q: Do I need some sort of approval in order to participate in the program?

Q: Do I need to submit a summary or report after I have completed the workshop?

Q: I have a different email address that I prefer to use, may I use it for communication regarding this program?

Q: I am an international student; is there anything I should know about participating in this program?

Q: I am thinking of applying for another GRI program in the future, am I still eligible?

TIMELINE, COMMUNICATION AND PLANNING

Q: Will I get a chance to meet the other program participants? How can I find out who they are?

ACCEPTANCE LETTER & DATES OF PROGRAM

Q: I received my acceptance email and letter. What do I do now?

Q: I am an international student and need a visa for my travel. The consulate requires proof of acceptance; will this Acceptance Email suffice for the visa?

Q: What if I find out after acceptance that I cannot be in residence for the entire workshop or must take a trip during the six-week period?
INTERNATIONAL STUDENTS

Q: I am not sure if I need a visa for the country I am planning to go to. How can I find out if I need a visa and how to get one?

Q: To get the visa I need, the consulate requires proof of acceptance to the program. Will my GRI Acceptance Email suffice?

CANCELLATION

Q: My circumstances have changed and I can no longer participate in the program. I have not yet purchased travel. What is the cancellation policy?

Q: My circumstances have changed and I can no longer participate in the program. I have already purchased travel. What is the cancellation policy?

PROGRAM FORMAT

Q: I understand I’m expected to keep regular office hours. How is this enforced? Are there any exceptions?

Q: I understand that I must be in residence during the week, but I would like to travel on weekends while participating in this program. Is this possible?

TRAVEL AND LIVING

Q: I have been accepted into the program. How will my flight be arranged?

Q: I am participating in the workshop held at GRI’s Washington, D. C. institute. What are my travel options?

Q: I have been accepted to the program and wish to arrive earlier / depart later than the dates of the workshop. May I have GRI purchase a ticket that arrives earlier or departs later?

Q: I need to depart from a city other than New York. Is this possible?

Q: After I complete the workshop, I will need to return to a different city than I departed from. Is this possible?

Q: I have been accepted to the program but have already purchased a flight. Will GRI provide me with a reimbursement or a ticket for a different trip I wish to take?
Q: I will already be in the city where the workshop will take place. Will GRI provide me with a reimbursement or a ticket for a different trip I wish to take?

Q: I have to change my ticket. Is this possible?

Q: I am traveling with a partner/spouse/family member and will pay for the ticket myself. How can I ensure that we purchase the same itinerary?

Q: What are the deadlines for purchasing travel? Why are they in place?

Q: I plan to take another trip right before or after the program. Will GRI cover a multi-destination ticket?

Q: I plan to take another trip right before or after the program. I understand that GRI will not cover additional travel, but can I pay for part of the ticket myself?

Q: Will GRI cover ground transportation?

Q: Will GRI reimburse me for luggage fees levied by the airline?

HOUSING

Q: What is the housing like?

Q: What should I bring with me?

Q: I will arrive in the city before the specified Saturday check-in date / I will depart from the city after the specified Saturday check-out date. May I stay in my housing for a longer period of time?

Q: A friend / family member will be visiting the city, can they stay with me for a weekend or short period?

GUESTS / FAMILY / CHILDREN

Q: I would like to take this trip with a friend/spouse/family member. Is this possible?

Q: A friend / family member will be visiting the city. I understand that they cannot stay with me during the week. Can they stay with me for a weekend?

Q: I have a young child that I do not want to be away from for the duration of the program. Can I make special housing arrangements or have them stay with me every weekend?
Q: I have a young child / family member / spouse that I do not want to be away from for the duration of the program. None of the solutions proposed above will work for me. Are there any arrangements, special considerations or solutions you have for people in this situation?

VISA / IMMIGRATION

Q: I was accepted for a workshop abroad. Do I need a visa to go on this trip?

Q: What is GlobalChek Plus?

Q: Are there any resources available to me to help me find out what the immigration requirements are in the country I will be going to?

Q: I am an international student and require proof of insurance to get the visa I need for my trip. How can I get such a letter?

PER DIEM AND FINANCIAL CONSIDERATIONS

Q: For what period of time can I receive the per diem?

Q: When will I receive the documents needed for the per diem?

Q: When can I expect the per diem to be deposited?

Q: I work for NYU in some capacity and already receive a direct deposit from the university. Do I still have to complete the paperwork?

Q: I lost my boarding pass. Is there any other acceptable form of proof I can present to reconcile the per diem upon my return?

Q: I have a bank account but do not have access to checks. Is there something else I can provide to set up the direct deposit?

Q: I do not have a checking or savings account. How can I get the per diem?

Q: Are there additional funds available for transportation to and from the airport?

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ADDITIONAL BENEFITS

Q: I will be in Washington, D.C. for my dissertation workshop. Why won’t I get additional insurance coverage from HTH?
Q: I would like to consult more than three books while away. Why won’t GRI pay for the return shipping cost of more than three books?