Welcome to the Global Research Initiatives program. GRI is part of the Provost’s effort to make the Global Network University accessible to the greater NYU scholar community. By providing faculty fellows with travel, a per diem as well as an office of their own, we are pleased to be facilitating research away from the New York City campus. The program is particularly aimed at providing assistance to scholars who were already planning a research trip, but could benefit from additional institutional support.

You may have some questions about how the program works, what to expect, and how to go about booking your travel. Whether you have been accepted for the upcoming semester or one further in the future, please read through this handbook carefully, familiarizing yourself with the program guidelines. A copy of this document is available on our webpage. Since you will be planning this trip to suit your specific research needs, a certain level of independence is built into the program so it will be important to understand what is possible and what is not. Also, while we anticipate that sometimes original plans may need to be changed, there are certain factors that affect eligibility. Our office strives to provide fellows with prompt responses to their inquiries. Due to the level of planning involved, your prompt response time is crucial to participation in this program and appreciated.

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 for upcoming departures, during which we look forward to meeting our fellows in person. You will receive an invitation to this event via email.

The table of contents contains the subject headings and corresponding page numbers, as well as the Frequently Asked Questions (FAQs). Each heading explains a main component of the fellowship. 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, the main point of contact for this program.
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COMMONLY USED TERMS & ACRONYMS

- **GRI** – Global Research Initiatives
- **NYU Traveler** – A web-based portal that links to NYU’s travel safety service Worldcue and online travel booking services. It is available at www.nyu.edu/nyutraveler.
- **Egencia** – The online service used to book travel for this program. It is accessible through NYU Traveler.
- **OGS** – The Office of Global Services
- **GlobalChek Plus** – A self-service visa and immigration program calibrated for use by the NYU community. Travelers 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. It is available on the Home tab of NYU Home.

GENERAL ELIGIBILITY

This fellowship is designed to support full-time NYU faculty on sabbatical or other funded leave who are working on an in-depth research project and would benefit from time at a GRI site. Fellows set their own agendas and office hours. Fellowships are granted, in part, on the presumed need for a workspace. Since offices at NYU sites can be difficult for visiting faculty to acquire, it is considered an important component of the fellowship. It is expected that fellows will use their offices and in this way become a part of the academic community at the site. For this reason the program is not suitable for anyone that does not require an office, or who is planning extensive travel while away. Fellows may not work or teach classes while participating in the program. If projects contemplate the use of human subjects and/or vertebrate animals, approval from the appropriate committee (IRB, etc.) must be obtained and researchers must comply with all the rules and standards as set forth by them.

**Q: Is there a minimum or maximum length of time for the GRI fellowship?**

**A:** Yes. The minimum length of time for a faculty fellowship stay is three weeks (two weeks during summer) and the maximum is normally just under 90 days. In most cases, immigration regulations will allow a maximum stay of 90 consecutive days in the country where they will conduct their fellowship. Where this limit is in place, OGS recommends stays of no more than 89 days and so we abide by this standard. GRI has its own semester start and end dates, based on the schedules of the sites, and can these vary according to location. Lengths of stays are granted based on the applicant’s initial request, site availability, prior acceptances, and of course, subject to local immigration requirements. In some exceptional cases, a stay may be extended for the duration of the semester, provided space and immigration restrictions allow. In such cases the per diem may not exceed 90 days.

**Q: Is some sort of approval required in order to participate?**

**A:** Yes. Faculty must get clearance from their dean or department head in order to participate in the program. It is best to do this before, or shortly after applying.
Q: I am a full-time faculty member, but my appointment is from semester to semester or based on a contract for a set period of time. Am I still eligible?

A: It depends. Applicants must be full-time NYU faculty members in order to participate. Faculty that are able to fit a research trip into the contracted period and receive departmental approval are eligible to participate. Faculty may not apply to be away during a period that occurs after their contract with NYU expires.

Q: May I teach or take classes while at a research institute?

A: No. Fellows must be working on research only. Tax and visa compliance also forbid fellows from working while in residence at a GRI Institute.

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

A: No. The goal of the program is to support fellows in their respective research. We do not ask that fellows provide a report or summary of their research. However, participant feedback is required as part of the fellowship. This is requested at the end of the semester.

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 fellows. It is possible to forward emails sent to an NYU address to a different email address by changing the settings.

Q: I see that faculty must be on funded leaves of absence to be eligible. Why is it required that GRI fellows have funding in order to participate?

A: We require that fellows have access to additional funds because the per diem, granted upon completion of the fellowship, is not enough to support the cost of living abroad, nor is it intended to. If the leave is not funded by grant or salary, the fellow must have access to enough personal funds to support themselves while abroad. Our concern is that GRI fellows have sufficient resources to live safely and productively while away from New York.

Q: I am a fellow planning travel for an upcoming semester. I think I may require an additional trip in a future semester. May I apply to participate again?

A: It depends. Faculty may apply again after participating but for a different academic year only. While we are happy to accommodate returning fellows whenever possible, priority may be given to first time applicants.
TIMELINE, COMMUNICATION AND PLANNING

GRI Research Institutes host faculty during fall and spring semesters only. The exceptions are the GRI sites at Prague and Tel Aviv, which host faculty fellows for the months of June and July. Faculty can apply for and receive a GRI fellowship several semesters in advance. However, the majority of communication and planning will take place in the semester prior to the one in which the fellow departs. Planning will begin in the preceding spring for fellows departing in fall and in the fall for fellows departing in the spring. Fellows departing for Prague or Tel Aviv in the summer will begin their planning in the preceding spring. The official letter of acceptance is sent as a PDF email attachment in the semester prior to the one in which departure is scheduled. Once the acceptance letter is sent, prompt communication is required from fellows to ensure that no steps are missed in the detailed planning process, which includes booking travel.

Communication from our office is always sent out via email. There are several important emails and documents that you should be tracking as they are crucial to planning and participation (SEE IMPORTANT COMMUNICATION). When you receive your official acceptance email (sent in the semester prior to the one in which you will depart), the following documents are attached: the Acceptance Letter (SEE ACCEPTANCE LETTER AND LENGTH OF FELLOWSHIP), the Terms of the Fellowship, the Contact Information Sheet, and a link to this handbook. You 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 you receive the acceptance letter and have confirmed participation, you 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. **Fellows must book travel by the stated deadline and remember to retain their boarding passes (or rail ticket stubs) as these are needed to process the per diem.**

Housing is outside the purview of this program, but the some overseas sites have provided us with some basic resources to act as a starting point for fellows. When available, this Housing Information document is attached to the travel email. We currently do not have resources for Athens or Washington, D.C. although we have been advised that airbnb.com is a useful resource for housing in all cities.

After the travel email, you will receive an invitation to the GRI Orientation. This event is a good opportunity to meet members of your cohort and ask any questions you may have in person. While it is not required, it is highly recommended that you attend. After the event, a follow up email is sent that will highlight the content of the meeting (although all information is contained in this handbook). Attached to the follow up email will be the Pre-Departure Information document which contains details about the site, including the address and hours, and contact information for the GRI site coordinator.

Upon completion of the trip, you must email our office with scanned copies of the boarding passes (or rail ticket stubs) in order to receive the per diem. The per diem is processed as a reimbursement and will be deposited in a bank account if you have set this up with NYU. Otherwise, a check will arrive in the mail approximately two weeks after submission of the boarding passes. At the end of the semester, you
will receive a **Feedback Email** requesting some brief information about your experience. Providing feedback is required as part of the fellowship.

**Q:** I was accepted several semesters (or years) in advance of the one in which I depart. When will I receive an official letter of acceptance?

**A:** Fellows accepted several semesters in advance are notified via email but will not receive the official acceptance letter until the semester before they depart. An advance acceptance, including the length of the fellowship, is provisional until the acceptance letter is issued and departmental approval is received (See Acceptance Letter & Length of Fellowship).

**Q:** It would be helpful to know the names of the other scholars that will be on-site during the semester of my fellowship. How can I find this out?

**A:** The best place to meet members of your cohort is at the orientation we hold once a semester for both faculty and graduate student fellows. Invitations are sent via email about three weeks before it is scheduled to take place. Another option is to take note of the recipients of the orientation follow-up email. This message is sent to all fellows going to a particular city and the email addresses of all of the fellows (both student and faculty) 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. Due to differing travel schedules, all fellows going to a particular city may not be on-site at the same time.

**ACCEPTANCE LETTER & LENGTH OF FELLOWSHIP**

Applicants are notified of acceptance via email. Accepted fellows fall into one of two categories: those that are accepted in the semester before the one in which the fellowship will take place (i.e. notified in fall for the upcoming spring OR notified in spring for the upcoming fall), and those who applied several semesters in advance of their desired travel. The Acceptance Letter is sent as a PDF email attachment. Those accepted for departures in the following semester will receive the official letter attached to an email announcing their acceptance and explaining the next steps. Those applying more than one semester in advance are notified of acceptance via email, but will not receive the official letter until the semester before the one in which they are scheduled to depart. This latter group can also expect to be contacted closer to departure to confirm participation and the desired dates of travel. An advance acceptance, including the length of the fellowship, is provisional until the acceptance letter is issued.

Any email announcing acceptance requires a response from you confirming participation. The fellowship period is assigned based on dates requested in the initial application and office availability at the site. The Acceptance Letter will normally state start and end dates explicitly OR the period within which the fellowship may take place (ex. “89 days during the fall 20XX semester”). An acceptance email sent several semesters in advance will not include explicit dates as these are not assigned until all
applications for a given semester are reviewed; the fellow will be asked to request a more specific period later on in the process.

The Acceptance Letter will mention the official fellowship period, which represents the maximum length of time during which the fellow can expect to have office access and the per diem (immigration regulations permitting). *We suggest that fellows bring a hard copy of this letter with them when they travel.*

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

**A:** Fellows must respond to confirm participation and acknowledge that they accept the start and end date of the fellowship. They must read through the Terms of Fellowship document, indicating agreement with terms when completing and the attached Contact Information sheet, which must be returned as an email attachment (Word or PDF format preferred). Detailed instructions can be found in the email. It is a good idea for fellows who will travel internationally to immediately check their passport and confirm that it does not expire until at least three months after the fellowship end date and that there are ample blank pages left.

**Q:** I was accepted but did not yet receive my acceptance letter. When can I expect this?

**A:** Fellows will receive the Acceptance Letter as an email attachment in the semester preceding the one in which they depart. Those applying several semesters in advance, will be notified of acceptance via email and then receive the acceptance letter in the semester before the one in which the fellowship will take place.

**Q:** I was accepted for a fellowship several semesters in the future. What will happen in the meantime?

**A:** Fellows will receive the Acceptance Letter in the semester preceding the one in which the fellowship will take place. This will be sent as an email attachment. In the intervening months, we may contact fellows occasionally in order to confirm participation and requested dates. Fellows should contact our office if they must change their plans.

**Q:** My acceptance letter reflects a shorter period of time than I expected, why is this?

**A:** Whenever possible we grant fellows the dates they have requested. However, when circumstances require it, we must offer a shorter period. This may be based on the size of the applicant pool and space constraints at the site. The fellowship dates offered are based on the original request of the applicant whenever possible. Some countries allow a maximum of 89 days, based on the recommendation of NYU’s Office of Global Programs. The per diem is always capped at 90 days.
Q: The country where I will conduct my research allows a stay of 90 consecutive days. Why was I offered a stay of 89 days?

A: In countries where US citizens may stay for 90 consecutive days without a visa, GRI will support a trip no longer than 89 days. This is based on NYU’s Office of Global Programs which recommends that people allow for an extra day in the event of unforeseen circumstances that may impede travel.

Q: What are my options for finalizing or changing the dates of my fellowship after I receive my acceptance letter?

A: The Acceptance Letter will explicitly mention the fellowship period granted, which represents the maximum time for which the fellow can expect to have office access and the per diem (which is capped at 90 days). While it is understandable that actual departure and return dates may vary somewhat when travel is booked, it is important to understand that office access and the per diem will not be extended beyond the dates indicated in the letter and that the per diem will never exceed 90 days. Those who wish to request a longer or shorter stay may do so upon acknowledging receipt of the letter. It is important to note that fellowships may not be shortened to less than three weeks and must fall within the start and end dates indicated on the letter. Those requesting an extended fellowship should note that it may not be possible. However, we permit fellows to book travel departing earlier and leaving later (without office and per diem), provided it is legal from an immigration standpoint and not prohibitively expensive (SEE CHANGES TO ORIGINAL RESEARCH PROPOSAL).

CHANGES TO ORIGINAL RESEARCH PROPOSAL AFTER ACCEPTANCE (INCL. LENGTH OF STAY)

It is inevitable that sometimes plans will need to be changed prior to departure. However, it is important to note that some changes can affect eligibility, particularly in cases when fellows find they will no longer require an office or will need to shorten their stay to less than three weeks (two weeks during summer). Changes to a project summary tend to be simpler and can usually be handled by emailing an updated description to our office.

The Acceptance Letter reflects the fellowship period, which is the maximum time for which the fellow can expect to have office access and the per diem. While it is understandable that actual departure and return dates may differ by a few days when travel is booked, it is important to understand that office access and the per diem will not be extended beyond the dates indicated in the letter, unless this is requested specifically and circumstances allow. Requests to change the duration of the fellowship can only be made prior to booking travel (SEE TRAVEL AND LIVING).

We do our best to accommodate fellows when their plans have changed; however, since we serve a large population, which sometimes includes waitlisted candidates, it is not always possible. It is best to contact us as soon as possible when a change to the fellowship is expected.
Q: My original research project has changed, but I still plan to go forward with the fellowship. Do I need to send GRI an updated summary?

A: Yes. The sites are often interested in what our fellows are working on and in some cases can make suggestions regarding relevant resources and events. If your research takes you in a different direction than outlined on the application, please send an email to let us know and include a brief paragraph with the updated summary. Fellows altering research plans involving human subjects must make sure to receive the necessary IRB clearance (approval or exemption) prior to confirming any changes (SEE GENERAL ELIGIBILITY).

Q: My original research project has changed, and I now wish to be at a different GRI site, is this possible?

A: It depends. Such a request must be made with a good deal of advance notice (and, of course, well before booking any travel). The first step is to email our office explaining the situation, including the requested city and approximate period of time. We will confirm if there is space available at the site. If there is, we will ask that a new application be submitted. If it is accepted, the fellow will be notified and a new acceptance letter will be generated at the appointed time. We cannot accommodate requests to be at a site where there is no GRI Institute (see our webpage for the list), even if there is an NYU center in the requested city.

Q: I would like to be in the city where the GRI institute is located, but I no longer require an office. Am I still eligible for the fellowship?

A: No. The academic community fostered by the presence of GRI scholars at the institutes is considered an integral part of the fellowship. There are no stipulations as to how many hours or days per week fellows must spend in their office and it is expected that fellows will make trips to archives and libraries. However, the fellowship is for those who intend to use the office space provided and participate in life at the site.

Q: My plans have changed and while I would like to be in the city where the institute is located, I will be traveling extensively. May I still participate?

A: No. See above.

Q: I would like to make changes to the dates I was granted. Is this possible?

A: It depends. Any change requests must be made well in advance of departure and made prior to booking travel (SEE TRAVEL AND LIVING), and are subject to site availability. We accommodate changes when possible but sometimes there is simply no space. As explained previously, fellows may not change a stay to a period shorter than three weeks (or two weeks during summer).
Q: I am no longer able to be away for the entire period of the fellowship I was granted and must shorten my stay. Is this possible?

A: It depends. Shortening a fellowship is often possible provided the request is made prior to booking travel, and the period is still three weeks in length or longer. It is best that the shorter stay still be within the dates specified on the acceptance letter as it will increase the likelihood that we can accommodate the change.

Q: I am no longer able to be away for the entire period of the fellowship I was granted and must shorten my stay to a period of less than three weeks in length (or two weeks during summer). Is this possible?

A: No. GRI fellowships cannot be made any shorter. When it is a matter of one or two days, it is possible that an exception can be made. Such requests will be evaluated on a case by case basis.

Q: I am no longer able to be away during the semester for which I was accepted. Can I postpone my fellowship to a different semester?

A: It depends. Any requests to postpone a fellowship must be made prior to booking travel and fellows may not postpone for more than one semester. We are happy to accommodate such requests when they are made well in advance and if space at the site permits. Since acceptances are made on a rolling basis, sometimes all fellowship slots are filled and it is not possible. We strongly discourage last minute requests to postpone, as it makes it unlikely that we will be able to fill the slot. Waitlisted candidates tend to require a good deal of advanced notice to make arrangements for a long research trip. For requests to postpone a fellowship after travel has been purchased (SEE CANCELLATION).

Q: I will be in the Institute location for an additional semester. Is it possible to extend my fellowship for the entire academic year?

A: No. GRI fellows may only spend one semester abroad (normally no more than 89 days) during a given academic year. In rare cases, exceptions have been made to allow faculty to continue using the office because it was otherwise not in use. In these cases no additional per diem or travel support is provided and the stay is subject to visa regulations.

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

A: In these cases we ask for as much advance notice as possible so that the slot can be filled by a waitlisted applicant (SEE CANCELLATION).

CANCELLATION

It is inevitable that sometimes circumstances require that a fellow 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 faculty to be in close communication with us as soon as they suspect that circumstances may result in their withdrawal from the program. Fellows that think 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 fellowship should circumstances require it. Reasons for a rescinded fellowship can include, but are not limited to: changes at the site, fellow non-response, failure to follow the steps required for participation or at the request of the faculty member’s academic department, department head or dean.

**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:** As it is inevitable that sometimes accepted fellows must withdraw from the program, we simply ask for as much advance notice as possible so that the slot can be filled by a waitlisted applicant. Faculty that must cancel, or suspect they may need to do so, should notify our office as possible.

**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 it is unlikely that GRI will 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.

**TRAVEL AND LIVING**

GRI provides fellows with roundtrip travel to the city in which the institute is located. Normally this is one, round-trip, economy-class or economy plus-class flight from New York to the destination city and then back to New York [NYC > GRI SITE > NYC]. Our mandate is to get fellows to and from the city in which they complete their fellowship: any additional travel is out of the purview of the program and the responsibility of the fellow.

All fellowship-related air and Amtrak train travel to site cities 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 is fairly easy using Egencia, but it is important to use the link provided in the Travel Email to purchase 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 you are...*
ready to book travel. 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.

Mileage reimbursements 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.

Fellows are required to book travel by the stated deadlines because we must get the confirmed dates of travel to various NYU departments. Fellows that think they will not be able to make this deadline due to unexpected circumstances should email our office.

As stated in the application and acceptance materials, housing is not a part of the fellowship. Our office does not have the resources to compile, vet and update lists of housing providers for each of the cities in which we have an institute. Fellows are accepted based on the expectation that they have some knowledge of the city to which they have applied and are prepared to find their own housing. However, a list of housing suggestions provided to us by the site is attached to travel emails for most international destinations. These are not vetted by our office, but former fellows report having found them useful. We do not currently have resources for Athens or Washington, D.C. but have been advised that airbnb.com is a useful resource for those cities.

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's Egencia website will be sent containing instructions on selecting an itinerary. Egencia is the corporate version of Expedia so searching for flights is to the same as doing so on most travel websites. Purchase is a 3-step process. 1. Fellows 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 fellow will receive an email, subject “ACTION REQUIRED,” requesting that the traveler click on a link to complete the purchase. This is important as the ticket purchase will not be complete until the traveler takes this action and they risk losing the reservation if they do not do this within the specified time frame. When the fellow has completed this step, the ticket will be automatically purchased and charged to GRI.

Q: What class of ticket may I purchase for travel using Egencia?

A: Most GRI travelers fly on economy-class tickets. However, faculty fellows may select economy-plus class if it is available and the fare is reasonable for the destination. Fellows traveling to Washington, D.C. on Amtrak trains may select coach or Acela Business class tickets.
Q: I will be a fellow 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 need to take the following steps to have their ticket purchased directly by our office. Fellows must go to the NYU Traveler website, select ‘Book’ and then login to Egencia using their NYU credentials. They must then select the “Trains” and search for an Amtrak itinerary with the desired dates and times (fellows are welcome to select Acela Business Class). Once an itinerary has been found, fellows must email GRI with the date, time and train number of the desired train for both arrival and departure to DC. All of this information is required and both tickets must be purchased at this time. Someone from our office will then complete the purchase on behalf of the fellow. When necessary, it is possible to fly one way and take a train for the other leg of the trip. This must be communicated to our office via email prior to submitting travel. 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 using a mapping website such as Google Maps. Mileage reimbursements can only be provided after a trip has been completed and so are disbursed upon completion of the fellowship, after the fellow has returned. 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 my fellowship. Will GRI purchase such a ticket?

A: Yes. Our office is willing to provide a ticket with dates that extend longer than the fellowship, provided that it is not significantly more expensive and that the stay does not violate immigration restrictions.

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 my fellowship, I will need to return to a different city than I departed from. Is this possible?

A: It depends. Fellows should 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. Fellows who want to have such an itinerary considered should email us, pasting a sample itinerary from Egencia that shows 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?

A: It depends. Our office normally does not provide reimbursement for travel already purchased and will not provide a ticket for a different trip. Any reimbursement requests will be handled on a case by case basis.

Q: I have complicated travel needs that will be difficult to accommodate using Egencia. Will GRI provide me with a reimbursement if I need to purchase a ticket myself?

A: It depends. We encourage faculty to use Egencia to purchase travel whenever possible. However, in some situations involving complicated itineraries or group travel, GRI will reimburse the equivalent of a round-trip, economy class ticket to the city where the site is located. These situations are handled on case by case basis. Faculty that believe their situation will qualify should email us directly prior to purchasing tickets. Anyone flying using tickets purchased from a vendor other than Egencia must register their travel dates with NYU Traveler – this ensures receipt of important email updates regarding travel updates and safety.

Q: I will already be in the city where my fellowship 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 fellow is already in the city in which their fellowship will take place. However, we will provide a return ticket, if one is needed.

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 flight 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. To change rail tickets to DC, travelers must contact Amtrak directly. This is normally a straightforward process and in many cases, will not cost more to do so. If a ticket is changed, travelers must follow up with our office as it is important to update our systems as well as Accounts Payable, as new ticket boarding passes or rail stubs will show different dates than they have on file.

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 fellow 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 will help to have the itinerary number- this can be found in the Egencia reservation and is assigned before the purchase is completed. The fellow should be prepared to pay for the companion’s ticket with a credit card. An agent fee may be applied, which the
traveler is responsible for. Upon completing the purchase, the fellow should then confirm their own itinerary for purchase (this may be possible to do on the phone with the agent).

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

**A:** We ask that fellows complete booking their travel by the stated deadline if they are traveling at the beginning of the semester. The deadlines are in place because various NYU departments require the travel dates as well as for budgetary reasons, as airfares become more expensive closer to the time of departure. Anyone who thinks they will not be able to make the deadline due to unexpected circumstances should email our office.

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

**A:** No. Any additional travel is the responsibility of the fellow. However, one option is to purchase a ticket via Egencia departing before the beginning of the fellowship OR with a delayed return date, (past the last day of the fellowship) 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. Fellows who want to have such an itinerary considered should email us with more details.

**Q: I plan to take another trip during my fellowship. Will GRI cover a ticket that stops in more than one city?**

**A:** No. GRI does not pay for travel that is not part of the fellowship, even if it is research-related. Our goal is to get fellows to and from the city in which they complete their fellowship; additional travel is the responsibility of the fellow. It is also important to note that fellows are only eligible for the per diem while they are in the city in question. Fellows must notify our office of any travel taken during the fellowship as they are not eligible for the per diem while away (SEE PER DIEM).

**Q: I plan to take another trip right before or after my fellowship. 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 using Egencia. An option to make additional travel possible is to select a ticket via Egencia departing before the beginning of the fellowship OR with a delayed return date, (past the last day of the fellowship) 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 and to contact an Outbound Advisor at OGS for advice on immigration requirements, including visas. Fellows who want to have such an itinerary considered should email us with more details.

**Q: Will your office help me find housing?**

**A:** No. As stated on our website and in the acceptance materials, we do not identify or provide housing for fellows. In the case of some cities, we have some information provided to us by the sites with information and resources regarding housing. This document is attached to the Travel Email.
Q: I will be traveling with my school-aged children. Will your office help me make arrangements for their schooling?

A: No. GRI neither identifies nor subsidizes local schooling options for dependent children of participants.

Q: Will GRI cover ground transportation?

A: No. The fellowship covers travel to and from the city in question. Ground transportation or any additional travel is the responsibility of the fellow.

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

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

VISA / IMMIGRATION

This program was designed to make travel as easy as possible for fellows. As such, most United States citizens will not need to obtain visas before departure (with Shanghai being a notable exception). 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, for stays of up to 90 days within a 180 day period in the Czech Republic, France, Germany, and Italy, and for up to 90 days in Israel. OGS recommends stays of no longer than 89 days in countries that permits 90 day stays, which is why GRI generally offers trips of this length. This leaves an extra day in the event that unforeseen circumstances impede travel. If a student knows that they may legally stay longer (based on their nationality or a visa), we will consider a longer fellowship, space permitting. However, while we may be able to offer additional use of office space and a ticket that permits a longer stay, the per diem offered by GRI may never exceed 90 days per semester so funding will be capped by that limit.

Fellows are responsible for acquiring their own visas whenever it is required. This includes the business visa required for travel to China, although we assist fellows going to Shanghai with the process. There is support available for those requiring visas from OGS at ogs.outbound@nyu.edu and from the GlobalChek Plus tool, which is explained in greater detail below.

Q: I was accepted for a GRI fellowship 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, with Shanghai being a notable exception. Stays of varying lengths are permitted, depending on the country, as explained above. In countries where stays are limited to 90 days, stays no more than 89 days are normally offered, per OGS recommendation. In the case of Shanghai, our office will work with fellows to help them secure the business visa that is necessary in order to make this trip (see below for more on Shanghai).
Q: I was accepted for a GRI fellowship in Shanghai. Do I need a visa to go on this trip?

A: Yes (with the exception of Chinese citizens). Our office will provide instructions on obtaining this visa. Fellows are responsible for going to the consulate in order to apply. Normally, applicants have the option of applying for a 30 or 90 day visa for either single or multiple entry.

Q: What is GlobalChek Plus?

A: GlobalChek Plus is a self-service visa and immigration program specifically calibrated for use by the NYU community to find personalized information about their visa and immigration needs while traveling outside of the United States. Access to GlobalChek Plus is available on the Home tab of NYU Home. Find a link to FAQs about this tool and login instructions here. It is recommended that travelers follow up with an Outbound Advisor at OGS if it is determined that a visa is required for travel.

Q: I was accepted for a fellowship but told it can be for no more than 90 days. Why is this?

A: The length of stays allowed to US citizens without a visa vary from country to country (as explained in further detail above). As most countries allow a maximum stay of 90 consecutive days, we do not normally grant stays longer than 89 per OGS recommendation. This allows an extra day should unforeseen circumstances delay travel. Fellows who think that they are an exception to this case can write to our office to explain their situation. The per diem will never be granted for more than 90 days, even if a scholar may stay in the country legally and has been assigned a GRI workspace for a longer period.

Q: I was accepted for a fellowship but told it cannot extend more than 89 days due to immigration restrictions. I know that I can stay longer because I am a citizen of this country/have a visa that allows me to. Can my fellowship be extended?

A: It depends. If you believe that you are able to legally stay longer in a country for a particular reason, please email our office to explain. If space allows and a longer, legal stay is indeed possible, we will work with you to extend your fellowship within a given semester. However, the per diem will not be granted for more than 90 days, even if a scholar may stay in the country legally and has been assigned a GRI workspace for a longer period.

Q: Are there any resources available 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 contact an outbound advisor at the Office of Global Services (OGS) and use GlobalChek Plus, a self-service visa and immigration program specifically calibrated for use by the NYU community. Scholars can use this tool to find personalized information about their visa and immigration requirements. Access to GlobalChek Plus is available on the Home tab of NYU Home. Find a link to FAQs about GlobalChek Plus, including login instructions, here. It is recommended that fellows with specific immigration questions or planning extended travel follow up with an outbound advisor at OGS: ogs.outbound@nyu.edu, explaining that they are a GRI fellow and naming the intended destination and length of stay.

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PER DIEM AND FINANCIAL CONSIDERATIONS

The per diem is calculated for each day of the fellowship for up to 90 days. Faculty fellows receive this as a reimbursement after they have completed the trip. In order to receive the per diem, fellows must email a scanned copy of the boarding passes or rail ticket stubs used during travel. The per diem is provided approximately 1 – 2 weeks after the scans of the boarding passes are emailed to our office. The funds may be provided as a direct deposit or a check sent by mail, depending on the information on file with the Accounts Payable department. The per diem is currently set at $75/day at all international sites and $70/day at Washington, D.C.

*Since the boarding passes are an important part of this process, we recommend that the travelers scan or photograph and save the passes for the first leg of the trip shortly after arriving at the destination city.* Anyone planning significant travel during the fellowship should be in communication with our office as they are not eligible to receive the per diem for those days.

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

A: The per diem is calculated for each day of the fellowship for up to 90 days. Normally, the start and end dates are stipulated on the acceptance letter. Those that have been exceptionally accepted for semester longer period should note that their per diem will not exceed 90 days regardless of how long they have been allocated an office at the site.

Q: When should I provide the documents your office needs to process the per diem?

A: Scans of the boarding passes should be emailed to our office upon completion of the trip. *Since the boarding passes are an important part of this process, we recommend that the travelers scan or photograph and save the passes for the first leg of the trip shortly after arriving at the destination city.*

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 photo page and stamps showing entry and exit from the country, or a statement from your frequent flier club.

Q: When can I expect to receive the per diem?

A: The per diem is provided approximately 1 – 2 weeks after the boarding passes are sent to our office.

Q: I am planning to travel during my fellowship. Am I eligible for the per diem when I leave the city in which I am staying?

A: No. Significant travel during the fellowship period is discouraged and fellows are not eligible for the per diem during this time. Fellows for whom travel is unavoidable travel should contact our office with the dates as soon as they can.
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 the responsibility of the traveler.

MEDICAL INSURANCE

Most US health insurance plans offer limited coverage abroad. We strongly recommend that faculty take steps to secure an adequate amount of health insurance coverage to suit their needs. Medical insurance is available to NYU faculty traveling short-term on university business from GeoBlue. This emergency-oriented insurance is greatly preferable to the reimbursement-based international coverage offered by most US health plans. GeoBlue does not cover spouses or significant others: the coverage is for the employee only. As this plan covers emergency medicine, those with chronic conditions may want to explore more comprehensive travel insurance plans. Theft is also not covered. Former fellows have recommended [https://www.squaremouth.com/](https://www.squaremouth.com/) as a resource for competitively priced, comprehensive travel insurance plans.

**It is strongly recommended that faculty fellows sign up for this GeoBlue as it could be crucial in case of emergency and is available at no additional cost.** Follow instructions for sign up by clicking here.

Faculties that will be away for the entire semester qualify for Aetna Global, a global insurance plan available through NYU. For further information on Aetna global, fellows should contact their Human Resources Officer directly as this requires action on the part of HR, and may also require input from OGS.

See the links below for more information:

- NYU Benefits page, with links for specific programs:
  [http://www.nyu.edu/employees/benefit/full-time/Administrators-Professionals-Code-100.html](http://www.nyu.edu/employees/benefit/full-time/Administrators-Professionals-Code-100.html)

- Guide to Benefits Coverage for Employees traveling Oversees (PDF):
  [http://www.nyu.edu/content/dam/nyu/hr/documents/benefitsforms/BenefitsCoverageWhenTraveling-11.pdf](http://www.nyu.edu/content/dam/nyu/hr/documents/benefitsforms/BenefitsCoverageWhenTraveling-11.pdf)

- Aetna Global Brochure – Long Term Travel (PDF)
  [http://www.nyu.edu/content/dam/nyu/hr/documents/benefitsforms/AetnaGlobalResources-100-102-103.pdf](http://www.nyu.edu/content/dam/nyu/hr/documents/benefitsforms/AetnaGlobalResources-100-102-103.pdf)
LIBRARY BORROWING PRIVILEGES

Fellows will have access to extended services from Bobst Library for the duration of the fellowship. This includes some scanning services of documents available at NYU Libraries and, at most locations (excluding Athens and Tel Aviv), the option of having books shipped to NYU sites. 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 five books. GRI is designed to facilitate research in a given city, and it is therefore expected that fellows will focus on local resources.

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

A: GRI is designed to facilitate research in a given city away from New York and so it is expected that fellows will focus on local resources. Books must be shipped back to Bobst Library using express shipping services 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.

Q: I am a fellow at GRI’s Athens or Tel Aviv site. Why don’t I have access to the extended service from Bobst Library?

A: While you will have access to most extended services, Bobst Library can only ship books to NYU sites. GRI Athens is not a full-fledged NYU site and GRI Tel Aviv is located on the campus of Tel Aviv University so these services cannot be extended to these cities. Fellows in Tel Aviv will have access to the libraries on the campus of Tel Aviv University.
FEEDBACK

Fellows are required to provide feedback upon completing their fellowship- this element of the program is considered mandatory. We rely on this information to get a sense of what it is we are doing well and what areas could use improvement and whether the program is meeting its goals. Shortly after the end of the semester, an email questionnaire is circulated. Fellows are asked to answer a few short questions and provide any additional feedback they would like us to know. We request that this is completed within a week. Meeting the needs of our population is important to us and so we look forward to hearing back from each fellow at the close of the semester.

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 fellow.

Advance Acceptance Notification Email (if applicable)

- Terms of Fellowship
- GRI Fellowship Handbook

Acceptance Notification Email

- Acceptance Letter
- Terms of Fellowship
- Contact Information Form*
- GRI Fellowship Handbook

Travel Email - Fellows 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.

- Housing Suggestions for Site when available (there are not available for Paris, Shanghai or DC)

Orientation & Reception Invitation Email

Orientation & Reception Invitation Follow-Up

- Pre-departure Information Document

Scanned Boarding Passes, Rail Ticket Stub or Google Map (Email to be sent to GRI from fellow)

Feedback Email*

* Document is to be completed and returned by the fellow

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BEFORE TRAVELING

Before departure, fellows 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, fellows 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 such as [NYU Drive](https://nyudrive.nyu.edu) or DropBox.