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 scholars with travel and a per diem as well as a workspace, 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 already were 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 for a future fellowship, 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 expected. You will need to understand what can and cannot be done as a part of this program. It is important to note that while we anticipate that sometimes 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.

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 Frequently Asked Questions (FAQs). Each heading explains a main component of the fellowship, underneath 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 booking service used to book travel for this program. It is accessible through NYU Traveler.
- **GeoBlue** – The company NYU uses for international medical insurance coverage.
- **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 program is for graduate students who are working on a long-term research project as part of their degree progress. PhD Candidates use the fellowship to work on their dissertation. Master’s Candidates work on a thesis or a similar, in-depth, long-term project. Fellows set their own agendas and office hours. Fellowships are granted, in part, on the presumed need for a workspace. Since office space can be difficult for graduate students to acquire, it is considered an important component of the fellowship. It is expected that fellows will use their offices and thus become part of the NYU 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. While we provide a per diem, student fellows are required to have an additional source of funds. Fellows may not work or take (or audit) classes while participating in the program. If your project contemplates the use of human subjects and/or vertebrate animals, you must obtain approval from the appropriate committee and comply with all the rules and standards as set forth by them.

**Q:** My project involves research on human subjects; do I need IRB approval?

**A:** Yes. As in New York, IRB approval or exemption is a requirement for anyone working on research that involves human subjects. This includes, but is not limited to, interviews and surveys. Fellows including human subjects as part of their research must confirm exemption or provide proof of approval via email in order to participate in the program: this can be as simple as a few sentences explaining why the project is exempt or approval is not required. Our office will contact applicants flagged as possibly requiring IRB approval. More information is available [here](#).

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

**A:** Yes. The minimum length of time for a fellowship stay is four weeks (three weeks for Prague or Tel Aviv in 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 these can 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: I was told that my fellowship cannot exceed 89 days. I understand that I can be in the country I have selected for up to 90 days. Why is this limit in place?

A: NYU’s Office of Global Services (OGS) recommends stays of no longer than 89 days in countries that impose a limit of 90 consecutive days for US citizens, so GRI abides by their standard.

Q: Can I get credit for this program or audit classes at the site?

A: No. GRI is not a degree granting program: it is not possible to participate in this program for credit from GRI, nor take/audit classes at the site. Rather, it is designed to provide support for graduate students who are conducting research for a dissertation or thesis. Generally, Doctoral student fellows have already completed their coursework before beginning the fellowship and Master’s student fellows are fairly advanced in their degree progress. In some cases, it may be possible for students to get credit for an ‘independent study’ through their program, but this depends on the school, the course of study and advisor. These will be handled on a case-by-case basis.

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 students from working or being enrolled in classes while in residence at a GRI Institute.

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

A: Yes. All acceptances are provisional pending advisor approval or notification. Doctoral candidates will have their advisors copied on acceptance notifications. We do not need to be contacted by them directly. Master’s candidates must meet with their advisors to discuss their research plans. GRI will contact their advisors to ensure that the student is ready for such a trip and that they are conducting research that meets the program criteria. Acceptance of Master’s candidates is not complete until we hear from the advisor directly, even if the Acceptance Letter has already been issued.

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

A: Yes. See INTERNATIONAL STUDENTS.

Q: Why is it required that GRI fellows must have external funding in order to participate? What sort of funding is acceptable?

A: We require that fellows have access to additional funds because the per diem is not enough to support the cost of living abroad, nor is it intended to. Most doctoral fellows have MacCracken support or other grant-based funding. We also accept student fellows at their word when they claim to have access to enough personal or family funding to support themselves. Our concern is that GRI fellows have sufficient resources to live safely and productively while away from New York.

Q: I currently receive grant-based funding that I am counting on for my fellowship. May I assume that I am still eligible to receive this funding while abroad?

A: No. Some grants are only available to students while they are in the United States. We recommend that all fellows investigate the terms of their funding to ensure that they are still eligible to receive it during a GRI fellowship before making plans to travel.

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. Students may apply again after participating but only for a different academic year. While we welcome applications from former fellows, priority is given to first-time applicants.

Q: I have been granted a GRI fellowship. May I apply to participate in the Summer Dissertation Workshop as well?

A: Yes. However, it’s important to note that priority will be given to first-time applicants to the program. If applying for both programs at the same time it’s best to keep this in mind and note first-choice preference in both applications. It is also important to note that once a student has participated in a Summer Dissertation Workshop, they are no longer eligible for future fellowships. This is because these workshops are intended to be the final step in a doctoral student’s degree progress before they file their dissertation.
**MASTER’S CANDIDATE APPLICANTS**

The majority of GRI student fellows are doctoral candidates who have finished their coursework and are conducting research for their dissertations. To fit the program profile, Master’s candidates must be fairly advanced and working on a large-scale research project such as a thesis (some Capstone projects may also fulfill the criteria). In some cases, it may make the most sense for Master’s candidates to set up an independent study to conduct while away for a GRI fellowship, if they are in a program in which such a thesis is not assigned, or if it is not feasible to work on it while away. To be eligible for the program, Master’s candidates may not be in their first semester when they apply and they must receive advisor approval in order to participate. As a detailed description of a research plan is required at the time of applying, most Master’s candidates will want to contact their advisor before applying, provide them with program materials (webpage, New Application Cycle email) and make plans to meet with them in person to discuss the feasibility of participating in the program. Master’s candidates may not postpone graduation in order to participate in the program.

**Q:** I am a Master’s candidate and have been accepted provisionally. What do I need to do to get advisor approval in order to participate in the program?

**A:** Master’s candidates should meet with their advisor and discuss their research plans in detail. It is a good idea for Master’s candidates to meet with their advisor before or shortly after applying to decide what research will be conducted and how a GRI fellowship can best be used to meet departmental requirements. Someone from GRI will contact both you and your advisor during the acceptance period to ensure that research plans have been discussed and to confirm that the department supports the application.

**Q:** Due to my coursework schedule, the only way I can participate in the program is if I postpone my graduation. My program will allow me to do this. May I participate in the program?

**A:** No. Students may not postpone graduation in order to participate in the program.

**TIMELINE, COMMUNICATION AND PLANNING**

GRI Research Institutes only operate in the fall and spring semesters, with the exception of Prague and Tel Aviv, which have some summer availability during June and July. Scholars 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: Acceptance Letter (see Acceptance Letter and Length of Fellowship), Terms of Fellowship, Contact Information Sheet, and a link to this handbook. You must complete and return the Contact Information Sheet promptly as part of confirming participation in the program and in order to be cleared to book travel.

Shortly after you receive the acceptance letter and have confirmed participation, you will receive the Travel Email (see Travel and Living). This message provides detailed instructions on booking travel, with a link to be used 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 some international sites have provided us with a list of basic resources as a starting point for fellows. When available, this Housing Information document is attached to the travel email. We do not currently have resources for Athens or Washington, D.C., but 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 information about health insurance for those traveling abroad.

After travel is booked, you will be emailed documents you must complete in order to receive the per diem advance (see Per Diem). This includes the Per Diem Advance Form and Direct Deposit Authorization. When returning these documents, you must include a voided check. You must provide these documents even if you are already in the NYU payroll system. If all of the documents are completed and returned on time, the per diem will be deposited approximately one to two weeks prior to the fellowship start date (as stated on Acceptance Letter). Fellows traveling internationally will also receive an email confirming travel insurance coverage from GeoBlue (see Medical Insurance). This email is normally sent out after travel is booked, towards the end of the semester.

At 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. After you’ve completed your trip, you will be sent the Per Diem Reconciliation document which you must complete and return, along with copies of your boarding passes or rail ticket stubs.
Q: I was accepted several semesters 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 the one in which they will depart. An advance acceptance, including the length of the fellowship, is provisional until the acceptance letter is issued and the student’s advisor is notified (SEE ACCEPTANCE LETTER & LENGTH OF FELLOWSHIP).

Q: It would 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 email 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. 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 during the semester before the one in which their 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 fellowship. 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 beforehand. 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 (if any) 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 contains the official fellowship period, which represents the maximum period for 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 before the one in which they depart. Those applying several semesters in advance, will be notified of acceptance via email and then sent the acceptance letter in the semester before the one in which they depart.

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 fellowship. 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 offer 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. Some countries allow a maximum of 90 consecutive days without a visa. Fellowships in these countries are normally capped at 89 days, based on the recommendation of NYU’s Office of Global Programs.

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 recommendation that people allow for an extra day in the event of unforeseen circumstances that may impede travel.

Q: I am an international student or am planning extended travel and need a visa for my fellowship. The consulate requires proof of acceptance. Will this Acceptance Letter suffice for the visa?

A: Yes, in some cases. When a visa is required, scholars should always consult an Outbound Representative at OGS for guidance. Some consulates have specific requirements for letters. In such cases, please contact our office directly to request one after you have verified with OGS that you are
applying for the appropriate visa. International students should see INTERNATIONAL STUDENTS for further instructions.

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 the fellow will have office access and the per diem. While actual departure and return dates may vary somewhat when travel is booked, it is important to note 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 four weeks (three weeks for Prague or Tel Aviv in summer), 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).

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 proof of advisor approval (a printout of an email will suffice) 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.

Fellows are required to obtain their own visas, if one is required for their travel. Shortly after acceptance, international students should consult with an Outbound Advisor at OGS by phone or email and schedule an appointment. The advisor will walk you through what steps you should take prior to travel, including what visa to apply for. Information is also available from 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 fellowship). It is available on the Home tab of NYU Home. Find a link to FAQs about this tool and login instructions here. Students should consult with an outbound travel representative at OGS for further support after consulting GlobalChek Plus. Fellows 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?

International students should consult with an Outbound Advisor at OGS and can find out about visa requirements using GlobalChek Plus (see link to FAQs above).
Q: To get the visa I need, the consulate requires proof of acceptance to the program. Will my GRI Acceptance Letter suffice?

A: Yes, in some cases. Some consulates have specific formatting requirements for such letters. When this is the case, the fellow should email our office, explaining the format requirements. It is a good idea to consult with an Outbound Advisor at OGS before requesting a letter to ensure that the correct parameters are met.

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 four weeks (three weeks for Prague or Tel Aviv in 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: 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, fellows may not change a stay to a period shorter than four weeks (or three for Prague or Tel Aviv in summer).

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 ample advanced notice and 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 space, we will ask that a new application or project summary be submitted. If it is accepted, the fellow will be notified and a new acceptance letter will be generated at the appointed time. We, of course, 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 do not or 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 in this way participate in academic 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 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 four weeks in length or longer (three for Prague or Tel Aviv in summer). 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 four weeks in length (or less than three weeks for Prague or Tel Aviv in 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 the following 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 may be able 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 am no longer able to be away during the academic year for which I was accepted. Can I postpone my fellowship for more than one semester?

A: No. While we do our best to accommodate those who must postpone a fellowship to the following semester, those that wish to postpone for any longer must reapply.

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 students may only spend one semester abroad (normally no longer than 89 days, per OGS recommendations) during a given academic year. In rare cases, exceptions have been made to allow students to continue using office space 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: I am no longer able to be away during the semester for which I was accepted and am graduating soon. Can I participate in the program after I have graduated?

A: No. Fellowships must be completed before graduation.

Q: I am no longer able to be away during the semester for which I was accepted and am graduating soon. Can I postpone my graduation in order to participate?

A: No. Students may never postpone graduation in order to participate in a GRI program.

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 accepted fellows must withdraw from the program due to unforeseen circumstances. 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 fellows 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. It is possible that a cancellation will affect future
eligibility for GRI programs by making the applicant a lower priority than first-time applicants; however, it will not result in outright ineligibility for future programs.

_GRI reserves the right to rescind a fellowship at any time, should circumstances require it. Reasons for a rescinded fellowship can include, but are not limited to: changes at the site, fellow non-response, unscholarly conduct, failure to follow the steps required for participation or at the request of the fellow’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:** 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 suspect they will need to cancel should _email_ our office as soon as they can, even if they have not yet confirmed they must cancel. This will give us some time to prepare. Once a student has confirmed cancellation, our office will follow with confirmation on our end.

**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 for purchasing travel) 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 flight from New York to the destination city: [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. If travel has already been purchased by a traveler, GRI will not provide a reimbursement or a ticket for a different trip. _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.

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, but it is important to use the link provided in the Travel Email to purchase flights to ensure 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. \textit{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 are disbursed 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.

\textit{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 city. 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.

\textbf{Q: Will your office help me find housing?}

\textbf{A:} No. As explained, 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.

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

\textbf{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 similar to doing so via any travel website. 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. \textit{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: 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 number of the desired train for both arrival and departure to D.C. All of this information is required as round-trip travel must be purchased. 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 aim to plan round-trip travel: 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?

A: No. Our office will not provide reimbursement for travel already purchased or a ticket for a different trip. 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 initial 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 and the traveler will need to provide a credit card to pay for the change as well as any agency fees. The Egencia agent will need to confirm the change with someone in our office so fellows must email our office prior to changing tickets. To change rail tickets to D.C., 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 ticket receipts are required to initiate the per diem process and we also must get the confirmed dates of travel to various NYU departments. Fellows that do not make the deadline risk delaying their per diem deposit. The deadlines are also in place 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. (Although, as explained in one of the answers above, itineraries with different departure and return cities may be considered.) 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). Any extended research that must take place outside of the site city should be scheduled either at the beginning or the end of the fellowship.

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 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, Greece and Italy, and for up to 90 days in Israel. US citizens that have traveled to Europe up to 6 months before their trip may wish to contact OGS to find out if this travel will affect how long they may legally stay.

OGS recommends stays of no longer than 89 days in countries that permit 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.

Fellows are responsible for acquiring their own visas whenever it is required. This includes the 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.

International students should note that they will need to check in with OGS before traveling and refer to the INTERNATIONAL STUDENTS section for more information.

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). International students will need to investigate whether a visa is required for their travel, what steps must be taken and should consult with OGS as well as with GlobalChek Plus upon acceptance.

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 89 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 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: 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: 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. International students should note that when applying for a Chinese visa from the United States, it is unusual for non-US citizens to be granted a visa for longer than 30 days. Whenever possible, it is best to apply for the visa from the Chinese Consulate located in your country of citizenship. As at other sites, the maximum stay granted will be one day shorter than the visa permits, to one extra day in the event of unforeseen travel delays.

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 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 visas and immigration. Access to GlobalChek Plus is available on the Home tab of NYU Home. It is recommended that international students or anyone planning extended travel consult GlobalChek Plus and follow up with an OGS advisor soon after acceptance so that any arrangements to secure a visa can be made well in advance. All fellows with specific immigration questions should contact 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. 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 travel coverage to qualify for most visas. Fellows 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 travel coverage to secure a visa and request a letter. GRI provides student fellows traveling internationally with additional travel insurance from GeoBlue. However, students are not enrolled until just before the trip will begin (and only after travel is purchased). This means a letter from GeoBlue may not be provided in time to secure a visa (see Medical Insurance). OGS can help in these cases and students may contact an advisor directly for information on how to proceed.

PER DIEM AND FINANCIAL CONSIDERATIONS

The per diem is calculated for each day of the fellowship for up to 90 days. Student fellows receive this as an advance lump sum, in US dollars, that is deposited into their bank accounts. Normally, it is deposited approximately one to two weeks prior to the fellowship start date, indicated on the Acceptance Letter. Note that this is not the same as the travel departure date. To get the per diem, action is required on the part of the fellow both before and after travel. The per diem is currently set at $75/day at all international sites and $70/day at Washington, D.C.

There are three documents that must be completed or 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 in one email. The required forms are sent out to fellows as email attachments after travel is booked. Fellows without checking accounts (i.e. savings accounts, etc.) must provide a bank document containing all the bank details (account number, routing number, etc.). Some banks 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.

The per diem is considered an advance by NYU’s Accounts Payable department and must be reconciled upon completion of the trip. To receive the per diem, evidence of travel must be provided to NYU’s Accounts Payable department, both before departure and upon return. Our office provides Accounts Payable with a copy of the e-ticket receipt in order to initiate the advance. However, students are responsible for retaining their boarding passes or rail ticket stubs which need to be submitted in order to reconcile the advance. Those driving to Washington, D.C. will need to provide maps of both the departure and return journey. Upon return, fellows are asked to complete a Per Diem Reconciliation form and to provide scanned copies of the boarding passes or ticket stubs. Failure to reconcile the advance will result in the student being held liable for taxation on the funds. 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 travel during the fellowship (which is discouraged) should be in communication with our office as they will not receive the per diem for those days. This means alerting our office upon submitting the documents OR returning portions of the advance for any travel days, if the advance has already been disbursed.

**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 dates are stated on the acceptance letter. Those that have been exceptionally permitted to use the office space for a longer period should note that their per diem will not exceed 90 days, even if they will spend a longer period at the site.

**Q:** I can legally stay in the country for more than 90 days and your office has confirmed that I may keep my workspace for the entire semester. Can I receive the per diem for the entire period that I am at the site?

**A:** No. Due to GRI budgetary guidelines, the per diem may not exceed 90 days, even if our office has confirmed that a fellow may keep their workspace for the entire semester.

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

**A:** The forms needed to initiate the per diem are sent shortly after the travel deadline. *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.* The documents required to reconcile the per diem will be sent to fellows during the following semester.

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

**A:** The per diem is normally deposited approximately one to two weeks prior to the fellowship start date (indicated on the Acceptance Letter). Fellows 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 handled by Accounts Payable, a separate department 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 photo page and stamps showing entry and exit from the country, or a statement from a frequent flier club. If none of these are available, please notify our office.
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 assistance.

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 way to receive 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 bank account be used whenever possible.

Q: I only have a non-US bank account. Can the per diem be deposited in a non-US bank account?

A: No. The per diem can only be deposited in a US bank account.

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 as 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. In cases when the advance has already been deposited, fellows must return the funds for every day that will be spent away from the city. Unplanned and emergency travel will be handled on a case by case basis.

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

NYU requires that students traveling abroad have comprehensive medical insurance. We purchase a plan for student fellows traveling abroad from a company called Geo Blue. The details of this plan are available here. Students typically receive a welcome email one or two weeks prior to departure. Coverage lasts for the duration of the fellowship, which may not be the same as the period of intended travel. Fellows planning to be abroad before the fellowship begins or after it ends should contact Geo
Blue directly to purchase additional coverage at their own expense, as University policy requires it. Insurance from this company can be purchased in increments as small as one week and is reasonably priced. Fellows traveling to Washington, D.C. do not require additional medical insurance as they are already covered under their current plans.

**Q:** My fellowship (at an international site) starts next month. I have not yet received my welcome email from Geo Blue. What should I do?

**A:** Normally, a welcome email is sent a week or two prior to departure. If you have not received it within this period, the first step is to check your spam or junk email folders. If you do not find it, send an inquiry to customerservice@geo-blue.com to confirm enrollment. Follow up with our office if there are any further issues.

**Q:** I have been exceptionally granted a GRI workspace for a longer period. I know that the per diem cannot exceed 90 days. Will I have insurance coverage for my entire stay at the GRI institute?

**A:** Yes. Fellows that are allowed to stay at a site for longer than 90 days will have coverage for the entire duration of the fellowship.

**Q:** I am traveling before/after my fellowship. Will GRI cover health insurance for my additional travel?

**A:** No. Health insurance coverage is paid for by GRI for the duration of the fellowship only. However, NYU students are required to have extensive medical coverage when traveling abroad and should contact GeoBlue directly at customerservice@geo-blue.com to purchase additional coverage for the duration of their travel. The cost is reasonable and comprehensive medical insurance is invaluable should anything happen while traveling.

**Q:** I will be in Washington, D.C. for my fellowship. Why won’t I get additional insurance coverage from GeoBlue?

**A:** Additional insurance is only necessary for international travel. NYU students are required to have health insurance and these plans provide national coverage. Fellows may consult their providers directly to find out about doctors in the DC area that accept their insurance. Those insured through NYU’s Student Health Insurance can consult this page. The site coordinator can also provide information about local doctors.

**LIBRARY BORROWING PRIVILEGES**

Fellows will have access to extended services from Bobst Library for the duration of their fellowship. This includes some scanning services of documents available at NYU Libraries, and at most locations (excluding Athens and Tel Aviv), the option of shipping books 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 service 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 book shipping services 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 an NYU study away site and GRI Tel Aviv is located on the campus of Tel Aviv University so these services cannot be extended to fellows in 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, what areas could use improvement and whether the program is meeting its goals. Shortly after the end of the semester, we send out an email questionnaire. Fellows are asked to answer a few short questions and provide any additional feedback. 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 link

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 (these are not available for Athens or DC)

Per Diem Email

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

Orientation & Reception Invitation Email

Orientation & Reception Invitation Follow-Up

- Pre-departure Information Document

Insurance Enrollment Welcome Email (check spam folder)

Feedback Email*

Per Diem Reconciliation Email

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

* Document is to be completed and returned by the fellow

GLOBAL RESEARCH INITIATIVES – Student Fellow Handbook
BEFORE TRAVELING

Before departure, fellows should take care to complete the following tasks. 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](#) or Dropbox.