

Research Institutes – Faculty Fellow Handbook

Welcome to the Global Research Initiatives program (GRI). The GRI fellowship 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, and an office at an NYU site, 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 includes links to each section. Each of these explain a main component of the fellowship and include Frequently Asked Questions (FAQs). The GRI webpage also features FAQs on the right-hand side of the 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](#)
- [Egencia](#) – The online service used to book travel for this program. It is accessible through NYU Traveler.
- [NYU Traveler](#) - A web-based portal that links to NYU's travel booking and safety services. It is available at www.nyu.edu/nyutaveler.
- [OGS – The Office of Global Services](#)

General Eligibility

This fellowship is designed to support full-time NYU faculty on sabbatical or other funded leave (this can include access to personal funds) who are working on a 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 applicant's need of a workspace away from New York. Since offices at NYU sites can be difficult for visiting faculty to acquire, it is considered a major component of the fellowship. It is expected that fellows will use their offices on a regular basis – on average, at least three times a week – and thus become 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. As with all research, if a project contemplates the use of human subjects and/or vertebrate animals, scholars must obtain 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.

GRI fellowships are held for one, continuous time period. The minimum length of time for a fellowship is three weeks (two weeks for summer programs) and the maximum is normally 89 days. In most cases, immigration regulations allow a maximum stay of 90 consecutive days in the countries where these fellowships are conducted. When this limit is in place, the Office of Global Services (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, 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 will not exceed 90 days.

Q: I am not able to be away for the minimum period required by the fellowship. Am I still eligible?

A: No. This program provides opportunities for those that require a significant time abroad for research. It is not a fit for those that cannot stay for the entire time required. Those that cannot be away for a full four weeks may wish to consider a summer fellowship, if it suits their schedule, but must be able to meet the minimum three-week requirement. When it is a matter of one or two days, exceptions may be possible. These are evaluated on a case by case basis.

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 must take a trip or a series of trips during the time I plan to spend away. Am I still eligible?

A: It depends. GRI fellowships must be held for one continuous period of time. Anyone that must take a trip or a series of trips must do so before or after their fellowship takes place.

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, but completion of a feedback survey is required. The goal of the program is to support fellows in their respective research. We do not ask that they provide a report or summary of their research. However, fellows must meet the requirements explained in the next section ([Fellowship Requirements](#)). Participant feedback is requested at the end of the semester. This should be returned promptly.

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 will not be on a funded leave of absence, am I still eligible for the fellowship?

A: It depends. Our concern is that GRI fellows have sufficient resources to live safely and productively while away from New York. We require that fellows have access to additional funds because the per diem, is not enough to cover the entire 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, particularly as the per diem is provided as a reimbursement upon completion of the fellowship.

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.

Fellowship Requirements

The fellowship is intended to give scholars an opportunity to focus on their research and contribute to the academic life at a given site by maintaining a presence at the institute. To this end, there are certain requirements fellows must fulfill as part of the program.

Fellows must be in residence at the office on a regular basis: an average of at least three days a week. These need not be full, 9 to 5 days, nor do they need to be in succession or structured in a particular way. While it is certainly understood that fellows will be conducting on-site research at libraries, archives and museums, etc., fellowships are granted based on the scholar's stated need of an office. Anyone that cannot meet this requirement is not eligible for the program. The per diem is granted based on the length of the office allocation. Fellows that are away from the office for an extended period, or undertake significant travel during the fellowship (which is not permitted), will not receive the per diem for the period during which they were away. If a fellow expects to have a particularly irregular schedule, this should be cleared with our office and the site should be notified as well. Fellows must attend all events held specifically for GRI such as luncheons or meetings.

Q: I have research to conduct research away from the office. I am not sure I can be in the office for three days every week. How can I make sure I fulfill the office use requirement of the fellowship?

A: The three day a week requirement is an average. Fellows need not be in the office, at their desks for three days from 9 to 5. However, it is expected that they will check in and utilize the workspace on a regular basis. If a fellow must be away for a large part of the week to conduct on-site research, they should communicate this to the site coordinator and can make it up during a future week.

Timeline, Communication and Planning

GRI Research Institutes host fellows during fall and spring semesters, and at a limited number of sites during June and July. Communication and planning of the fellowship take place in the semester prior to the one in which the fellow departs. Planning will begin in the spring for fellows departing in fall, and in the fall for fellows departing in the spring. Fellows with summer fellowships will begin planning in the preceding spring. The official letter of acceptance is sent as a PDF email attachment. 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 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, 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.

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 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 to all fellows, faculty and students, going to a particular site that will highlight the content of the meeting (although all information is contained in this handbook). The *Pre-Departure Information* document will be attached to this email. It contains details about the site, including the address, 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 your bank account if you have up Direct Deposit for reimbursements. 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: 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. 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, which includes the Acceptance Letter, the Terms of the Fellowship, and the Contract Information sheet as PDF attachments.

Acceptance requires a response confirming participation. The length of the fellowship is stated in the Acceptance Letter. It is based on office availability, the dates requested in the initial application (if applicable), and the overall applicant pool. The letter will normally state start and end dates explicitly OR the period during which the fellowship may take place (ex. “89 days during the fall 20XX semester”).

The official fellowship period represents the maximum length of time during which the fellow can expect to have office access and the per diem (immigration regulations permitting). When it is time to book travel, fellows must select dates that allow them enough time to arrive and check in to the site for the first day of their fellowship. In their response, scholars must confirm that they will move forward with the fellowship dates as stated in the letter. If scholars need to change the dates slightly, this should be explained in the response. Scholars may request to shorten the fellowship, provided it is within the timeframe which they were granted and it meets the minimum time period explained in [General Eligibility](#). While scholars may also request a longer fellowship (provided it is legal from an immigration standpoint), there is no guarantee that it will be possible to do so. Further, it is important to keep in mind the per diem is capped at 90 days. The fellowship period is not officially finalized until travel is booked. While fellows may book travel that shortens the fellowship period from a few days to a week, any major changes must be cleared by our office first. *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 by the stated deadline. Requests to alter the fellowship dates mentioned on the letter should be made when responding to the acceptance email. Fellows 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 anyone 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: My acceptance letter reflects a shorter / longer 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 89 days, based on the recommendation of OGS. In other cases, fellowships must be extended to meet a minimum time requirement- if this is the case, it will be explained in correspondence from our office.

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 the OGS recommendation 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 response to the acceptance email is the time to request any changes to the fellowship dates. 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 a period of less than three weeks (two weeks for the summer programs), and must fall within the start and end dates indicated on the letter.* In some cases, it may not be possible to offer a shorter fellowship, depending on the circumstances of the site and the acceptance pool. Those requesting an extended fellowship should note that it may also 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 the minimum length of time required for a GRI fellowship. 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 are best made upon confirming participation in the program and 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 for my fellowship. Is this possible?

A: It depends. Any change requests are best made upon confirming participation in the fellowship and must be made prior to booking travel (see [Travel and Living](#)). They are subject to site availability. We accommodate changes when possible but sometimes there is simply no space. As explained, scholars may not change a stay to a period shorter than the minimum required. This is usually three weeks during fall and spring and two weeks for a summer fellowship, but may change depending on various circumstances.

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 [email our office](#) 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, 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. As offices can be difficult for faculty to secure at NYU sites, the fellowship is for those who have a genuine need for an office and by utilizing it regularly will 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 may be possible provided the request is made *prior* to booking travel, and the minimum period is met. 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 the minimum period required, or three weeks (or less than 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. 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 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. Fellows may need to consult with an OGS Outbound Advisor to confirm whether an extended stay is legally feasible.

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. Cancellation requests must be made prior to booking travel (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 at any time, should circumstances require it. Failure to meet Eligibility or Fellowship Requirements, as explained in previous sections of the handbook, are two reasons for this. Additional reasons for a rescinded fellowship can include, but are not limited to: changes at the site, fellow non-response, failure to appear regularly at site, 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: In these cases, we 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. This will give us some time to prepare.

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 or economy plus-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 follow the instructions provided to ensure that flights are booked correctly and 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](#).

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 some 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.

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. Travelers should take care to select a ticket that includes a bag- this will be indicated on the Egencia website when selecting the ticket. ***Note that if a traveler selects a ticket that does not include a bag at the time of ticket purchase, they will be responsible for paying all luggage costs incurred during their trip.*** 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 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 standard mileage rate is issued each January by the IRS](#). 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. Participants 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: 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 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. *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 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. Approval must be provided by our department so travelers must first confirm the change with our department by sending an email. They can then either call Egencia directly (877-613-4284) or send an email to make changes to the existing flight itinerary. Email messages can be sent to Egencia at nyu@customercare.egencia.com or by logging, selecting 'Help' in the upper right-hand corner and selecting "Email."

The cost of changing an itinerary 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 as explained above.

To change rail tickets to D.C., travelers must contact Amtrak directly. This is normally a straightforward process, and in most cases will not cost more to do so. As with flights, if a traveler wishes to change a ticket, they must contact our office. It is important to update our records, as well as Accounts Payable, since new tickets, 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 can be done with assistance from [NYU's Global Travel Team](#). Instructions are on the [NYU Traveler page](#), in the "Booking with Egencia" section, under the subhead that reads "Guest Accounts." Once a guest account has been set up, the fellow is responsible for booking, paying for, changing, or any other maintenance of this guest ticket.

Q: Why are there deadlines in place for purchasing travel?

A: We ask that fellows complete booking their travel by the stated deadline because various NYU departments require the finalized dates in order to make the fellowship possible. The deadline is 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. 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 and travelers may want to consult with an OGS Outbound advisor prior to planning a trip. 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. Faculty may not take any significant travel during their fellowship and as they are not eligible for the per diem while away (see [Per Diem](#)). Any 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. It is not possible to partially pay for travel as part of this fellowship. 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 young children. Will your office help me make arrangements for their childcare or schooling?

A: No. GRI neither identifies nor subsidizes local childcare or schooling options for dependent children of participants. The hosting site also does not have resources to this effect.

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. Fellows must select a ticket that includes a bag at the time of purchase. Whether one is included with the ticket fare is indicated on the Egencia website with a suitcase icon when the option to select a fare is presented. If a traveler selects a ticket that does not include a bag at the time of ticket purchase, they will be responsible for paying all luggage costs incurred during their trip, as this, and all other 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, Italy, and Madrid, 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 [email The Office of Global Services](#) 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 permits a maximum of 90 day stays. This is why GRI trips are normally this length. This leaves an extra day in the event that unforeseen circumstances impede travel. If a traveler knows that they may legally stay longer (based on their nationality or a visa), we will consider it, space permitting. However, while we may be able to offer extended use of the office and a ticket that permits a longer stay, the per diem offered by GRI will never exceed 90 days per semester.

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 in the FAQs 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 visa that is necessary in order to make this trip (see below for more on Shanghai).

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, 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 days 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: What resources available to help me find out the immigration requirements in the country that I will be going to?

A: NYU students and faculty may contact an outbound advisor at the OGS to find out about immigrations requirements, visa procedures, and other information. Advisors can be contacted via phone, email at ogs.outbound@nyu.edu or in person during scheduled meetings or drop-in hours. Information is also available from 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 When contacting OGS, fellows should explain that they are a GRI fellow and name the intended destination and length of stay.

Q: What is GlobalChek Plus?

A: GlobalChek Plus is 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 needs while traveling outside of the United States. Access to GlobalChek Plus is available on NYU Home. [FAQs about GlobalCheck Plus and login instructions can be found 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 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 may be able to work with you to extend your fellowship within a given semester, provided that space and conditions at the site allow. 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.

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 will 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.

The per diem is calculated based on the number of days that an office has been allocated to the fellow. Scholars may not travel while participating in the fellowship. Anyone for whom travel is unavoidable 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 stated on the acceptance letter, unless otherwise arranged. Those that have been exceptionally permitted to use the office 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: When should I provide the documents your office needs to process the per diem?

A: Scans of the departure and return 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 not permitted as part of the program 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. The per diem will be subtracted for those days and the site coordinator will need to be advised that the fellow will be away for that period.

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 office for the entire semester.

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. As explained in the Travel and Living section, the traveler is responsible for ensuring that a bag is included with their selected fare at the time of purchase.

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 useful to have and available at no additional cost to NYU faculty that are traveling for business-related purposes. GeoBlue does not cover spouses or significant others: the coverage is for the employee only. To sign up, see the “GeoBlue Traveler (Short Term Global Health Insurance)” section on [the Travel Assistance & Global Plans page](#). This page is also accessible on the main [NYU Traveler](#) page, by scrolling down to the “Travel Insurance” section. To sign up visit the [Geo Blue website](#), click on Register Now, and use NYU Group Access Code: QHG99999NYU2. *Note that although this coverage is available to you for free, you must sign up for it.*

Faculty that will be away for the entire year 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. This coverage is usually not available to those traveling for a period shorter than the entire semester.

As the GeoBlue plan is emergency-oriented and many faculty fellows may not qualify for Aetna Global, we strongly recommend that faculty consider purchasing an additional, comprehensive medical plan, particularly (but not only) those with chronic conditions. ***It cannot be overstated how valuable it is to have extensive health insurance coverage in the event of an accident or unforeseen medical emergency.*** Further, fellows may want to consider purchasing travel insurance that covers theft and other unexpected occurrences. Former fellows have recommended <https://www.squaremouth.com/> as a resource for competitively priced, comprehensive travel and medical insurance plans. It is worth looking into as GRI is unable to provide reimbursement for any medical costs or losses incurred due to loss of theft.

It is strongly recommended that faculty fellows sign up for GeoBlue as well as purchase additional medical insurance for their fellowship if they do not qualify for Aetna Global. It is an unfortunate reality that people do get sick and have accidents overseas. If such event occurs, this program has no additional funding to cover medical expenses incurred by GRI fellows. As such, it is the responsibility of the fellow to ensure that they have taken steps to protect themselves in the event of an emergency.

Faculty 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 on insurance from NYU:

NYU Benefits page, with links for specific programs:

<http://www.nyu.edu/employees/benefit/full-time/Administrators-Professionals-Code-100.html>

Guide to Benefits Coverage for Employees traveling Abroad (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>

GeoBlue Traveler – Short Term Travel (PDF)

<http://www.nyu.edu/content/dam/nyu/hr/documents/benefitsforms/GeoBlue-ShortTermBusTravBroc.pdf>

NYU Business Travel Accident/Assistance Insurance

<https://www.nyu.edu/employees/resources-and-services/financelink/insurance-and-risk/available-coverage/traveler-insurance.html>

NYU’s Policy on Workers Compensation:

<http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/workers-compensation-.html>

Safety

While participating in the program, it is good practice to think through the safety precautions that one will take during the trip, prior to departure. NYU provides a number of different safety resources. General information is available on the [Travel Safety](#) page. Additional resources are listed below.

NYU Traveler was created to provide the NYU community with tools and services for their travel needs and to keep them safer. Travel booked with Egencia, such as for the GRI fellowship, is automatically registered with NYU Traveler. This means that the university has a record of the traveler’s location in case of an incident. Updates, warnings and instructions will automatically be sent to the traveler in the event of emergency. This is why it is a good idea to register all trips, not only those related to this fellowship, in NYU Traveler. In the rare case that a fellow is traveling with a ticket secured by other means, they should register their travel by selecting ‘Register’ on the NYU Traveler page, selecting ‘New’ and entering the information. Those making changes to itineraries not purchased with Egencia should go to the NYU

Traveler page select 'Register' and then 'Update' to enter any changes. You can access NYU Traveler at: www.nyu.edu/nyutraveler

Fellows should always have ample medical insurance coverage for travel both related and unrelated to the fellowship. See [Medical Insurance](#).

Prior to departing, visit www.travel.state.gov to learn of any travel advisories or alerts for your destination country. You can register your trip with the US. State Department through the [Smart Traveler Enrollment Program \(STEP\)](#) to receive alerts from US Embassies while in country. Other countries have similar programs that non-US citizens can register for. If you're not sure if you need immunizations or boosters prior to travel, visit CDC's website: www.cdc.gov. Additionally, NYU Public Safety can meet with you prior to traveling to cover travel safety and preparedness information for your destination, as well as answer any safety questions you may have. Please email your question or request to travelsafety@nyu.edu.

[NYU Public Safety](#) services are available abroad. Download [Safe NYU](#) - NYU's Public Safety App, to your phone and set your location for alerts, emergency calling capability, and access to Mobile Blue Light and Friend Walk, which can share your location with NYU Public Safety or an individual of your choice respectively. The Public Safety emergency line (001-212-998-2222) is available at any time of day and can help route you to the appropriate authorities.

When arriving at your NYU site, provide the GRI coordinator with a local phone number and address. Let someone at the site know if you will be conducting research at libraries or archives away from the site for an extended period of time.

Make copies of your passport. Leave a copy of your passport bio page and visa/letter with whomever you would think to contact in an emergency, as well as keep one in hidden in your backpack or luggage. It is a good idea to upload a copy of your passport bio page and immigration documents to [NYU Box](#).

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 the option of having books shipped to NYU sites (excluding Athens). 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 these materials. Books shipped from New York to NYU sites must be returned, either by a trackable, express shipping service, or by physically returning the book to the library. Fellows may have the GRI site coordinator ship back up to five books at the program's expense. *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: Books must be shipped back to Bobst Library using a trackable, express shipping service. This makes extensive shipping cost prohibitive to our program. 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. Anyone that must reference an extensive amount of 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 institute. 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 so these services cannot be extended there.

Feedback

Fellows are required to provide feedback upon completing their fellowship. 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.*

1. Acceptance Notification Email
 - Acceptance Letter
 - Terms of Fellowship
 - Contact Information Form (*Document is to be completed and returned by the fellow*)
 - GRI Fellowship Handbook

2. 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)

3. Orientation & Reception Invitation Email

4. Orientation & Reception Invitation Follow-Up
 - Pre-departure Information Document

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

6. Feedback Email (*Document is to be completed and returned by the fellow*)

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.
- Check visa requirements – Check to see if a visa is required for your travel. This is particularly important for those planning extended travel.
- Print out acceptance letter – 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 – Email the site coordinator to establish when you will arrive to check into your office. 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.