

GRI Summer Dissertation Writing Workshop Handbook

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

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

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

The Table of Contents contains links to each section. Each of these is a main component of the program. Underneath each heading are the most Frequently Asked Questions (FAQs). The GRI webpage also features additional FAQs on the right-hand side of each program page. Once you have reviewed your handbook and consulted the relevant webpage, additional questions can be sent to global.research@nyu.edu, which is your main point of contact for this program.

Table of Contents

Commonly Used Terms & Acronyms	3
General Eligibility	3
Timeline, Communication and Planning	5
Acceptance and Dates of Program	6
International Students	7
Cancellation	7
Program Format	8
Travel and Living	9
Housing	13
Guests/Family/Children	15
Visa/Immigration	16
Per Diem and Financial Considerations	17
Medical Insurance	19
Library Borrowing Privileges	20
Feedback	21
Safety	21
Important Communication	23
Before Traveling	24

Commonly Used Terms & Acronyms

- [GRI – Global Research Initiatives](#)
- [Egencia](#) – The online booking 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 online travel booking and safety services.
- [GeoBlue](#) – The company NYU uses for international medical insurance coverage.
- [OGS – The Office of Global Services](#)

General Eligibility

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

Q: What is included as part of this program?

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

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

A: No. The program consists of small workshops focused on issues surrounding finalizing dissertation writing and structure. It is designed for PhD Candidates in the *final write-up stages* of their dissertations. The bulk of the research should be complete. As these groups are quite small, it is important that all participants be in a similar place in their work to foster a maximally productive atmosphere. Normally, participants plan to file in the fall following the workshop, or in some cases, early spring. Students who are not far along in their writing will not gain the intended benefits of the program, which can in turn

affect the group dynamic for the rest of the participants. Accepted students who are behind schedule are best suited for a workshop during the following summer. Anyone in this situation should contact us to explain *as soon as possible* (see [Cancellation](#)), and then reapply when we begin accepting applications again. Previous acceptance will be taken into consideration and should be noted in the application.

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

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

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

A: It depends. Participants are expected to be in residence during the week from Monday – Friday. Travel must be restricted to weekends, with participants departing no earlier than Friday afternoon and returning no later than Sunday night. Ideally, participants that wish to travel should plan to do so before or after the workshop.

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

A: Yes. Students cannot be accepted until our office receives an email from the applicant’s advisor indicating both approval of participation in the program and that the student has indeed reached the appropriate writing stage of their dissertation.

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

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

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

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

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

A: Yes. See [International Students](#).

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

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

Timeline, Communication and Planning

These workshops run from approximately mid-June to mid-July and may vary somewhat depending on the schedule of the site. Applicants are notified of acceptance via email in February and planning begins soon after acceptance. Once the acceptance email is sent, prompt communication is required from students to ensure that no steps are missed in the detailed planning process.

Communication from our office is always sent out via email, and there are several important emails and documents that students should be tracking as they are crucial to planning and participation (see [Important Communication](#)). When participants receive their acceptance email (see [Acceptance](#)), the following documents are attached: the [Acceptance Letter](#), [Program Guidelines](#) and the [Contact Information](#) sheet. The last two documents must be completed and returned as part of confirming participation in the program and in order to be cleared to book travel.

Shortly after participants have been notified of acceptance (and confirmed participation) they will receive the [Travel Email](#) (see [Travel and Living](#)). This message provides detailed instructions on booking travel and includes a link to be used to purchase a flight that is paid for by GRI. The [Pre-departure Information](#) sheet, which includes details about housing, will be provided closer to departure.

After travel is booked, participants are sent documents they 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, participants must include a voided check. ***Even those already in the NYU payroll system must submit these documents.*** If all of the documents are completed and returned on time, the per diem will be deposited approximately one to two weeks prior to the beginning of the workshop. Students traveling internationally will also receive an email confirming travel health insurance coverage from GeoBlue (see [Medical Insurance](#)). This email is normally sent out after travel is booked, towards the end of the semester.

Upon completion of the workshop, participants receive the [Per Diem Reconciliation](#) form which they must complete and return, along with scanned copies of the boarding passes or rail tickets. After the program concludes, all participants will receive a [Feedback Email](#) requesting some brief information about their experience. Providing feedback is a mandatory part of participating in the workshop.

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

A: The best place to meet members of your cohort is at the orientation we hold before the workshops begin. This is held in May. Participants are invited via email about three weeks before it is scheduled to take place. Another option is to take note of the recipients of the orientation follow-up email. This email is sent to everyone going to a particular city and the emails addresses of all of the participants can be found in the 'CC' field.

Acceptance Letter & Dates of Program

Applicants are notified of acceptance via email, which includes the Acceptance Letter, the Terms of the Fellowship, and the Contact Information sheet as attachments. Recipients are required to respond and confirm participation. The Acceptance Letter is sent as a PDF attachment and contains the official start and end dates of the program, including instructions on when participants must arrive and depart. *Participants must abide by these dates.* Workshops begin on a Monday and conclude on a Friday. Participants usually must arrive on the Saturday (unless otherwise specified) prior to the Monday start date and depart on the Saturday following the Friday end date. There are no exceptions. Once participants finalize their arrival time, they should contact the on-site coordinator, specified on the Pre-Departure information sheet, with their approximate arrival time at the dorms.

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

A: Workshop participants must respond to confirm participation and acknowledge that they will arrive and depart as instructed. They must read through the Program Guidelines and sign to agree to the terms of the program. Both the Contact Information sheet and signed Program Guidelines must be returned. Detailed instructions can be found in the email. It is a good idea for workshop participants who will travel internationally to immediately check their passport and confirm that it does not expire until at least three months after the workshop ends and that there are ample blank pages left.

Q: I am an international student or am planning an extended trip and need a visa to travel for the workshop. 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 further advice. 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 if I find out after acceptance that I cannot be in residence for the entire workshop or must take a trip during the workshop period?

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

International Students

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

International students must check in with the Office of Global Services (OGS) prior to departure, bringing with them a printout of an email indicating advisor approval and confirm that they can travel without violating the terms of their student visa. They must also confirm their OPT date and confirm that travel for the program will not interfere with this. [Further information from OGS about requirements for international students is available on this page regarding research and study abroad.](#)

Students are required to secure 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 [OGS's 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 FAQs about GlobalCheck Plus and login instructions here.](#) Students should consult with an outbound travel representative at OGS for further support after consulting GlobalChek Plus. *Workshop participants 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.

Q: To get the visa I need, the consulate requires proof of acceptance to the program. Will my 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.

Cancellation

It is inevitable that sometimes accepted students 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 students to be in close communication with us as soon as they suspect that their circumstances may result in their withdrawal from the program. Anyone who thinks that they may need to withdraw **should not** book travel, even if it means they will not meet the booking deadline, and send us an email explaining the situation.

GRI reserves the right to rescind a student's acceptance to the program should circumstances require it. Reasons for this can include, but are not limited to: changes at the site, participant non-response, unscholarly conduct, failure to follow the steps required for participation, or at the request of the student's school, 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've not yet confirmed they can no longer participate. 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 our department will likely not 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.

Program Format

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

Participants should prepare to arrive on the check-in date specified on the Acceptance Letter and contact the local Program Coordinator (listed on the pre-departure information document) to confirm their arrival time. Upon arrival, they will check into housing and be given a housing orientation shortly after arriving, or on the following day, depending on what is more practical. Students will report to the GRI on-site offices on Monday morning to have their workspaces assigned and begin the program. They will meet with the Program Coordinator and Workshop Advisor and be given a tour of the office

facilities. A welcome dinner is normally held on the first Monday. *Participants may not check into housing earlier (or later) than the indicated arrival date.*

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

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

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

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

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

Travel and Living

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

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

A: Those 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 DC. 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 the workshop. May I have GRI purchase a ticket that arrives earlier or departs later?

A: Yes. Our office is willing to provide a ticket with dates that extend longer than the workshop, provided that it is not significantly more expensive and that the stay does not violate visa restrictions. Participants that wish to plan extended travel should [email our office](#) prior to submitting an Egencia itinerary. Workshop participants will be responsible for securing housing for any extended travel as they may only stay in housing for the duration of the workshop.

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

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

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

A: It depends. Participants should aim to plan 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 I wish to take?

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 the workshop will take place. Will GRI provide me with a reimbursement or a ticket for a different trip I wish to take?

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

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

A: Yes, but the traveler is responsible for the cost of any changes made to tickets after initial purchase. First, the traveler must contact our office in order to get approval for the change. Then, Egencia must be contacted directly in order to make changes to existing flight itineraries. It will be useful to have the itinerary number on hand. 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 prior to changing tickets. To change rail tickets to DC, travelers must contact Amtrak directly. This is normally a straightforward process and in many cases, will not cost more to do so. If a ticket is changed, travelers must follow up with our office as it is important to update our systems as well as Accounts Payable, as new ticket boarding passes or rail stubs will show different dates than they have on file.

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

A: This is not encouraged as the goal of the program is to give participants an opportunity to write free of obligations or distractions. If travel with a partner is unavoidable, it will ultimately need to be handled by calling Egencia directly (877-613-4284). The first step is for the traveler to select the desired itinerary using the link provided by GRI and submit it for approval. Once it is approved by our office, ***the traveler must not take the final step of confirming the itinerary for purchase***, but instead call Egencia and explain the situation to the agent, requesting to purchase the same itinerary for the travel companion. It can help to have the itinerary number on hand- this can be found in the Egencia reservation and is assigned before the purchase is completed. The traveler should be prepared to pay for the companion's ticket with a credit card. 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).

It is important to note that anyone traveling with a friend or family member must ensure that this person has secured their own housing. *Per the Program Guidelines, overnight guests are not permitted in housing, regardless of the policy at the respective dorms.* (see [Housing](#)).

Q: Why are there deadlines for purchasing travel?

A: We ask that fellows complete booking their travel by the stated deadline because various NYU departments require the finalized travel dates in order to make the fellowship possible. The ticket receipts are required to initiate the per diem process and we also must get the confirmed dates of travel out for insurance coverage and library services. Fellows that do not make the deadline risk delaying their

per diem deposit. 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 the program. 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 and may want to consult with an OGS Outbound advisor prior to planning travel. Fellows who want to have such an itinerary considered should [email us](#) with more details.

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

A: No. It is not possible to partially pay for travel as part of this program. An option to make additional travel possible is to select a ticket via Egencia departing before the beginning of the workshop OR with a delayed return date (past the last day of the workshop), and to plan other travel around this ticket. It is important to keep in mind visa and immigration restrictions when considering this type of travel. Students who want to have such an itinerary considered should [email us](#) with more details.

Q: Will GRI cover ground transportation?

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

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

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

Housing

Staying in the housing provided is a requirement for participating in the workshop. Dormitory-style apartments with private bedrooms and shared living spaces and bathrooms are reserved for each participant. Berlin, London and Madrid participants are housed in offsite student housing, while Washington, D.C. participants will be housed onsite at NYU DC. Students in Athens will be housed in a nearby hotel which NYU utilizes for various programs. Sheets and towels are provided, although some students prefer to bring their own. Participants in dorm housing will have access to very basic kitchen facilities (i.e. sink, mini- or full-sized refrigerator, hot plate or microwave) which vary from site to site. We provide as much information about housing as is available to us on the Pre-Departure Information

Sheet (attached to the Travel Email), but photos are not available. Wireless access at the dorms varies from site to site, but participants can plan on having dependable internet access at their offices. The housing is appropriate for single-living only, keeping with the workshop policy prohibiting overnight guests (see [Guests/Family/Children](#)). Participants must check into housing on the date specified on the Acceptance Letter (prior to the Monday start-date) and depart on the Saturday following the Friday end-date. There are no exceptions to these policies.

Q: What is the housing like?

A: Housing varies from site to site but is more or less in line with what is described above: single, dormitory-style bedrooms with shared living spaces and bathrooms, as well as access to laundry facilities. Washington, D. C. participants are housed on-site in the NYU DC building, several floors above their work stations; as a result, they will have 24-hour access to their offices. Berlin, London, and Madrid participants are housed in off-site student housing. Athens participants are housed in a hotel. Dormitory accommodations include access to very basic kitchen facilities which vary from site to site (see above). Whenever possible, the GRI workshop cohort is housed away from other programs. While this is not always possible, they can count on having their own bedroom and not having to share a bathroom with people in different programs.

Q: What should I bring with me?

A: Participants should plan to bring clothes, toiletries, and anything they need in order to work on their dissertations, including reference materials and books. It is useful to scan materials in advance instead of having to bring heavy books along in luggage. It is a good idea to check the average weather at the site during the summer to help assess what to pack. Those that take daily medications and will be traveling abroad for their workshop, should plan to bring enough for the entire trip. Sheets and towels are provided, so it is not necessary to bring these. It is not recommended to bring cooking or eating implements (unless you are very particular) as the dormitory accommodations will have some basic items. Computers will be assigned at each workstation, however, it is strongly recommended that participants bring their own laptops and external hard drives to back up their work. It is also useful to back-up on the cloud, using services such as [NYU Drive](#) or DropBox (see [Before Traveling](#)). Those requiring special software for their work should expect to have this uploaded onto their laptops prior to departure. It will not be possible to download additional software to the computers at the site.

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

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

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

A: No. Overnight guests are not permitted as part of the program design. This is regardless of the rules regarding overnight guests at the respective dormitories (see [Guests/Family/Children](#)).

Guests/Family/Children

Staying in the housing provided by this program is a requirement for participating in the workshop and is appropriate for single-living only. In order to achieve the program mission of keeping students free from distractions, participants are restricted from having overnight guests. *Although the rules regarding overnight guests vary from dormitory to dormitory, the GRI Summer Workshop guest restrictions are to be observed by participants at every site. This is in the interest of fairness and of helping participants get the most out of the program.*

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

A: Yes. However, this is not encouraged as the goal of the program is to give participants an opportunity to write free of obligations or distractions. They must make separate housing arrangements. Travel for any companions must be paid for by the traveler (see [Travel and Living](#)).

Q: A friend / family member will be visiting the city. Can they stay with me for a weekend when I am not working, if housing rules allow?

A: No. Overnight guests are not permitted as part of the program design. This is to minimize distractions to workshop participants.

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

A: No. The housing is considered an integral part of the program and participants must stay in the housing provided. In addition, NYU does not permit children to stay in dormitories. One possible solution is to have a family member stay nearby with the child for the duration of the workshop. Another is to request specifically to be placed in Washington, D.C. so that frequent weekend trips can be made back to New York. Staying in D.C. has proved to be a solution for former participants who wanted to balance the freedom to work offered by the program along with frequent weekend visits home to spend time with a child. We also encourage people that need to travel with family and children to consider applying for a research fellowship instead of a summer workshop. The Research Institute fellowships are less structured than the workshops, and fellows have input regarding the dates and secure their own housing, so they are much more flexible.

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

A: No. The workshop is designed with a specific mission to provide an environment free of distractions for the duration of the program during which a doctoral candidate can write their dissertation. It may not be appropriate for everyone, particularly those that cannot be away from a child or companion for an extended period of time. We have been able to help some past-participants manage by placing them at the Washington, D. C. site or having them apply for a GRI fellowship, but this will not make it possible for every applicant to participate.

Visa/Immigration

This program was designed to make travel as easy as possible for participants. As such, most United States citizens will not need to obtain visas for their travel. An entry stamp, placed in a traveler's passport upon arrival, will suffice for travel in most cases. Entry will usually be granted to US citizens, visa-free and on upon arrival, for stays of up to 180 days in the United Kingdom and for stays of up to 90 days within a 180-day period in Spain, Germany and Greece. US citizens that have traveled to Europe up to 6 months before traveling for the workshop may not be able to stay a full 90 days, based on the terms of the Schengen Visa. Those who have traveled to Europe in the last 180 days should use this [Schengen Calculator](#) to find out how recent travel may affect their upcoming plans and may wish to follow up with [email The Office of Global Services](#) for more detailed information about how previous travel will affect how long they may legally stay in European countries.

Participants are responsible for acquiring their own visas whenever it is required. There is support available for those requiring visas, including international students, from OGS at ogs.outbound@nyu.edu and from the GlobalChek Plus tool, which is explained in the FAQs 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 workshop abroad. Do I need a visa to go on this trip?

A: It depends on the length of the trip. For most US citizens, travel will require no more than the entry stamp placed in the passport upon arrival. They will be allowed stays of varying lengths, depending on the factors explained above. **International students** will need to investigate whether a visa is required for their travel, what steps must be taken and should consult with OGS 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. 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. [Find FAQs about GlobalCheck Plus 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 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 NYU Student Health Center 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 shortly before for their trip, and only after their 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 \$50 per day for each day of the workshop. Participants receive this as an advance lump sum in US dollars that is deposited into their bank accounts. Normally, it is deposited approximately 1-2 weeks prior to the workshop start date. To get the per diem, action is required on the part of the student both before and after travel.

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

Once received, we will submit the above documents to NYU Accounts Payable for processing. Students will then receive an e-mail from an A/P representative, asking the recipient to verify the bank account to authorize the deposit of your funds. *Without this direct communication from you (using an NYU e-mail), Accounts Payable will not proceed with releasing the funds.* It is important to respond to this email as soon as possible.

The per diem is considered an advance by NYU's Accounts Payable department and must be reconciled upon completion of the trip. To get 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.*

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

A: The per diem is calculated for each day of the workshop, beginning on the workshop start date through the workshop end-date. These are stated on the acceptance letter.

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

A: These are sent shortly after travel has been booked. *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 in August.

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

A: This will be deposited approximately 1-2 weeks prior to the start of the workshop, provided the documents are submitted by the deadline. Students should contact our office if it has not yet been deposited by that time.

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

A: Yes. The per diem is processed as an advance, which is 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 that a bank account be used whenever possible.

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

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

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

A: No. This is 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 GeoBlue. Students typically receive a welcome email one or two weeks prior to departure. Coverage lasts for the duration of the workshop, which may not be the same as the period of intended travel. University policy requires that graduate students have extensive international medical insurance coverage. Participants planning to be abroad before the fellowship begins or after it ends should contact GeoBlue directly to purchase additional coverage at their own expense. It cannot be overstated how valuable it is to have extensive health insurance coverage in the event of an accident or unforeseen medical emergency. Insurance from GeoBlue is reasonably priced and can be purchased in increments as small as one week. Fellows traveling to Washington, D.C. do not require additional medical insurance as they are already covered under their current plans.

Q: I will be in Washington, D.C. for my 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 the [Insurance and Patient Accounts](#) page which contains further information about this plan. The site coordinator can also provide information about local doctors.

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

A: Usually, the welcome email is received a week or two prior to the beginning of the fellowship. 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 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 workshop 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.

Library Borrowing Privileges

Workshop participants are expected to be finished with the bulk of their dissertation research. However, we will offer limited borrowing access to those that find they must fact-check their dissertations with an item from the Bobst collection. Participants will have access to extended services from Bobst Library, which includes the option of having books shipped to NYU sites as well as some scanning services of documents available at NYU Libraries. This service can be accessed through the "NYU Libraries" section on the "Research" tab of NYUHome. As with all library loans, borrowers are responsible for returning materials to the library. 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. Students may have the GRI site coordinator ship back up to three books at the program's expense. *GRI will absorb the return shipping costs of no more than **three** books as the program focus is writing, not research.*

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

A: These writing workshops are designed for students in the final writing stages of their dissertations, not those that still must complete research. It is expected that participants will have completed the bulk of their research. Books must be shipped back to Bobst Library using express shipping services which makes extensive shipping cost prohibitive for our program. Anyone that must extensively reference materials located at the Bobst Library in New York should plan to do so *before* departure or upon return. It is also suggested that you scan some of your important research materials before departure.

Feedback

Workshop participants 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.

Safety

While participating in the program, it is good practice to take safety precautions as one would when undertaking any sort of travel. NYU provides a number of different safety resources. General information is available on the [NYU 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. 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/nyustraveler

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 and emergency calling capability that can also share your location. 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 (if applicable) and let someone at the site know if you will be away for a weekend.

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. It is a good idea to upload a copy of your passport bio page and immigration documents to [NYU Box](#).

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
 - Program Guidelines (*Document is to be completed and returned by the participant*)
 - Contact Information Form (*Document is to be completed and returned by the participant*)
 - GRI Summer Dissertation Writing Workshop Handbook link

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

3. Per Diem Email
 - Per Diem Advance Form (*Document is to be completed and returned by the participant*)
 - Direct Deposit Form (*Document is to be completed and returned by the participant*)
 - must be sent with a scanned copy of voided check

4. Orientation & Reception Invitation Email
 - Pre-departure information document sent after reception (incl. site & housing address)

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

6. Per Diem Reconciliation Email
 - Per Diem Reconciliation Form (*Document is to be completed and returned by the participant*)
 - (must be sent with scanned copies of boarding passes)

7. Feedback Email (*Document is to be completed and returned by the participant*)

Before Traveling

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

- Check passport – Upon acceptance, 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 international students and 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 time – Email the site coordinator to establish when you will arrive to check into your housing. 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.