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 of their everyday lives. By providing participants with travel, 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 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 live away from their families for the duration of the workshop (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.

All 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 the workshops, during which we look forward to meeting you. 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.
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**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 not 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 only part of the program?**

**A: No. Participants must be present for the entire duration of the workshop.**
Q: I can participate in almost the entire program, but I must be away for something important (wedding, conference, etc.). Can I attend the event and still participate in the program?

A: It depends. It is possible only if the event occurs during the weekend, or as part of a long weekend (stretching into either Monday OR Friday). Students should check in with our office regarding details to see whether it is a fit for the program.

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. 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.
Q: I have graduated but would still benefit from participating in the workshop, am I still eligible?

A: No. The workshop is for matriculated students that have not yet graduated.

Q: Why was I asked to provide an NYU Vax Pass in order to participate in the program?

A: Right now NYU requires that anyone receiving a stipend from the university (such as the per diem provided by the fellowship) provide their Vax Pass in order to receive it. We will continue to require this as a condition of participation long as it is NYU policy.

Program Requirements

These workshops are intended to give doctoral candidates an opportunity to make significant writing progress on their dissertations. To this end, there are certain requirements that students must fulfill as part of the program in order to make it a collegial and productive environment for all participants.

Office Use:

Students must be in residence at the office on a more or less daily basis. These need not be full, 9 to 5 days, nor do they need to be structured in a particular way. Students must attend all events held specifically for them, such as luncheons or meetings. If a student prefers to work in part from their residence, they should make arrangements with their program advisor, although this is not preferred in the interest of maintaining a workshop environment.

Scholarly Conduct

GRI scholars are offered both support and independence as part of this program. It is expected that they will conduct themselves as befitting of a scholar - with respect for the program guidelines, members of their cohort, and the staff who make the program possible. GRI programs are operated by a small office that serves a large population and thus, it is incumbent on participants to understand the program policies prior to making requests. While we may field requests for unusual travel and other exceptions, students must accept that exceptions are not always possible. There are a number of deadlines that students are expected to meet as part of the administrative process in good time, and without follow-up from our office. While students may come and go from their workspaces freely while the site is open, site closure hours are non-negotiable. Students are expected to respond to emails promptly and with the requested information. They are expected to be familiar with the program guidelines, as outlined in this handbook and elsewhere, and to treat their officemates and workspace with respect.
Failure to meet the program guidelines may make a student no longer eligible for the program. Workshop placement can be rescinded at the discretion of the GRI office at any time (see Cancellation).

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 booking travel you will be emailed instructions on receiving your per diem (see Per Diem). This is done through Albert / SIS, so you will need to ensure that your direct deposit information and address are updated and correct.

Upon completion of the workshop, participants receive instructions on reconciling the per diem (which requires students to send photos of their boarding passes) and 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 usually held in May. Participants are invited via email about three weeks before it is scheduled to take place.
Acceptance Letter & Dates of Program

Applicants are notified of acceptance via email, which includes the Acceptance Letter, the Program Guidelines, 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 normally begin on a Monday and conclude on a Friday. Participants must arrive on the Saturday (unless otherwise specified) prior to the Monday start date, and depart on the Saturday following the Friday end date. Participants must be present for the entire workshop. 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 the 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 OGS’s page regarding research and study abroad.

Students are required to obtain their own visas, if one is required for their travel. Shortly after acceptance, international students should consult with an Outbound Advisor at OGS and schedule an appointment. The advisor will walk you through what steps you should take prior to travel, including what visa to apply for. It is important to note that students that need a visa for their destination may not book travel until they have received it. Fellows that require a visa should begin the lengthy process of obtaining it 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: I know I need a visa, and that I must get it before I book travel, but I must provide a flight reservation as part of my visa application. Can I just book my ticket so that I can use it to get my visa?

No. Students may not complete the ticket purchase until they have obtained the visa. OGS can provide instructions on how to make a travel reservation using Egencia that can be used for the visa application, but does not require that travelers complete the purchase.

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 student should email our office to request a letter for a visa application. Students should 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 circumstances require that a student must withdraw from the program. In these cases, we ask for as much advance notice as possible so that the slot can be filled by a waitlisted applicant. 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, inability to participate in the entirety of the program, failure to follow the steps required for participation, or at the request of the student’s school, academic department, department head, or academic advisor. A national or international emergency (such as COVID-19) or any situation deemed dangerous by the university may also result in program cancellation.

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

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.

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 workshop 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. Travelers are encouraged to read through the terms of the ticket before finalizing the purchase. We ask participants 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 student 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 to finish up and prepare to file. The intention is to free students from distractions and responsibilities and allow them to complete their work in a supportive environment during daily office hours held Monday to Friday. Individual work is
complemented by group workshop sessions, held once or twice a week, 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 done in conversation with the workshop participants. For this reason, the program format varies from site to site.

Participants should prepare to arrive on the check-in date specified in the acceptance materials and contact the local Program Coordinator to confirm their arrival time. Upon arrival, they will check into housing and may be given a housing orientation, depending on the site. Students will report to the GRI on-site offices on Monday morning (unless otherwise specified) to have their workspaces assigned and begin the program. They will meet with the Program Coordinator and Workshop Advisor and be given an orientation of the office facilities. A welcome dinner is normally held on the first Monday. Please note that 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, in their offices from Monday to Friday, and keep regular hours in the interest of getting the most out of the program. Specific hours are 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 indicated on pre-departure documents shared after 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 must be taken 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. All workshop-related flights and Amtrak train travel to site cities are purchased using NYU Traveler’s Egencia system and paid for by GRI. Egencia is the corporate version of Expedia, so students can search for a flight as they would on any travel website. Booking is fairly straightforward, but it is important to follow the instructions provided to ensure that flights are booked correctly and charged to GRI. We send an email with instructions on booking travel, which includes a deadline. Each ticket has a different refund policy so students are encouraged to read through the terms of the ticket before finalizing the purchase. See the FAQs below for more details on booking flights.

The program is designed to get fellows to and from the city in which they will 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, GRI will not provide a reimbursement or a ticket for a different trip. Anyone flying with tickets they’ve purchased themselves, 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.

Students traveling to Washington, D.C. may fly, take an Amtrak train (including Amtrak Acela Business Class) or drive and request a mileage reimbursement. This is explained in greater detail in the FAQs below.

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

**Q: How exactly will my flight be arranged?**

**A:** Several months before departure, an email with instructions on selecting an itinerary, containing a link to Egencia, via NYU Traveler, will be sent to all workshop participants. Egencia is the corporate version of Expedia so searching for flights is the same as on most travel websites. After selecting an itinerary, travelers submit it to our office for approval. Once the itinerary has been approved, it is automatically booked, and confirmation is sent via email. Specific instructions, including the approver to select will be included in the email.

**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. Students that wish to fly will follow the instructions above.
RAIL: For rail travel, students will follow the instructions in the travel email to submit an Amtrak itinerary to our office for approval. The process is almost the same as selecting a flight in that it is done through Egencia, and travelers input their dates and receive a list of Amtrak trains meeting the time and date criteria. Travelers then select their desired trains and submit them to our office for approval.

CAR: Those that choose to drive can be reimbursed based on the federal government's standard mileage rate, which is intended to cover the use of the vehicle and gasoline. A new standard mileage rate is issued each January by the IRS. The student 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 workshop, after the student has returned. Each map should 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. Will GRI purchase such a ticket?

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 as long as it is reasonable and not cost prohibitive. Students should confirm with our office prior to submitting the itinerary so that this is noted for when the time comes to approve the itinerary.

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 and does not exceed budget, 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 clear this with our office, then submit a multi-city itinerary via Egencia OR submit two, one-way tickets in the event that it is more cost effective to do so (although this is uncommon).

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. Approval must be provided by our department to Egencia so travelers must let us know via email that they’d like to change their flight. We will send an email to Egencia indicating that the traveler has approval to change the flight at their own expense. Then the travelery can then either call Egencia directly at (877-613-4284 (outside of the US: 417-520-1852) or send an email to nyu@customercare.egencia.com in order to contact an agent to assist with the change. Travelers should have the itinerary number on hand and the approval email should be referenced.

The cost of changing an itinerary 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.

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 an absolute necessity, there are a few options to do this.

One option is to request to have a guest account set up in Egencia for the travel companion. 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 student is responsible for booking, paying for, changing, or any other maintenance of this guest ticket.

Another option is to search for the same itinerary for the travel companion on Expedia. As Egencia is the corporate version of Expedia, it is usually fairly easy to find the same itinerary for
a similar price. Then the purchase of the companion ticket can be completed after the GRI ticket has been approved and booked. This route avoids the extra steps of creating a guest account in Egencia.

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? Are these flexible?**

**A:** We ask that students complete booking their travel by the stated deadline because various NYU departments require the finalized travel dates in order to make these workshops 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. Students 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. Any additional travel is the responsibility of the student. However, one option is to purchase a ticket via Egencia departing before the beginning of the workshop OR with a delayed return date (past the last day of the workshop), and to plan other travel based around this ticket. It is important to take visa and immigration restrictions into consideration when considering an extended trip and should consult with an OGS Outbound advisor prior to planning to learn more about immigration requirements Students 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 charged 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 off-site 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 (unless otherwise specified), although some students prefer to bring their own. Participants in dorm housing will have access to basic kitchen facilities (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, 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 basic kitchen facilities, as explained). 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 (unless otherwise specified), 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 basic items. Computers will be assigned at each workstation, however, participants should 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 arrive early or stay in my housing for a longer period of time?

**A:** No. The housing can only 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 giving students an opportunity to focus entirely on their work, 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 focus entirely on their writing. companions must make separate housing and travel arrangements.
A: No. Overnight guests are not permitted as part of the program design. This is to minimize distractions to workshop participants. We learned during the early years of this program that exceptions create an unpleasant environment for suitemates that have felt pressured to consent to such arrangements. In the unlikely event that someone is housed alone, it is in the interest of fairness to the rest of the cohort to hold all to the same standard.

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 on the 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: Unfortunately, there is not. The workshop is designed with a specific mandate: to provide an environment free of responsibilities, during which a doctoral candidate can make significant progress towards finishing their dissertation. It will not be a fit for everyone, including those that cannot be away from a child, family member, or companion, for an extended period of time. We have been able to help some students participate 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. We encourage those that cannot participate within the stated workshop guidelines to consider one of these options.

**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
When contacting explain and are that should include fellow, a GRI via Zoom phone, email orimmigrations information. Advisors requirements, visa and procedures, A: out may faculty to advisor contact at outbound NYU an students OGS and about find country that I will be going to?

Q: the resources What visa application, but does not require that travelers complete the purchase. No. Students complete they use it to get my visa? Can my reservation just of visa application. part Q: I visa, but get I a I need must know and book it before OGS upon acceptance. It will depends require It is important to note that students that need a visa for their destination may not book travel until they have received it. Fellows that require a visa should begin the lengthy process of obtaining it well in advance of the planned departure date.

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: I know I need a visa, and that I must get it before I book travel, but I must provide a flight reservation as part of my visa application. Can I just book my ticket so that I can use it to get my visa?

No. Students may not complete the ticket purchase until they have obtained the visa. OGS can provide instructions on how to make a travel reservation using Egencia that can be used for the visa application, but does not require that travelers complete the purchase.

Q: What resources are 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 OGS to find out about immigrations requirements, visa procedures, and other information. Advisors can be consulted via phone, email, Zoom meeting, or in person during scheduled meetings and drop-in hours. When contacting OGS, fellows should explain that they are a GRI fellow, and include the intended destination and length of stay.
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: GRI provides students traveling internationally with additional travel insurance from GeoBlue. A letter showing proof of coverage can be provided by our office upon request.

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. It is deposited approximately one to two weeks prior to the workshop start date. The per diem is processed through Albert / SIS. In order to receive the funds, students must confirm that a) their direct deposit information is correct in Albert, and b) the most up to date local address is listed in their profile. Our office will send an email requesting that students confirm this information in Albert before we place the payment request to Accounts Payable. Students that have not set up direct deposit will have a check mailed to the address on file, so it is important to confirm this information at the appointed time. 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 (or Amtrak rail tickets) 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.

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: What do I need to do to get the per diem?

A: An email will be sent from our office regarding the per diem, reminding students to update their address and direct deposit information in Albert / SIS. Check that your address is updated and that you’ve entered your Direct Deposit information accurately, even if you believe that you have already done so in the past. Incorrect information could result in a check being mailed, instead of directly depositing, potentially to an incorrect address.
Q: I work for NYU in some capacity and already receive a direct deposit from the university. Do I still need to update Albert / SIS?

A: Yes. The per diem is processed as an advance, which is handled by Accounts Payable, a separate department from Payroll.

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 student has updated Albert / SIS with the correct information. Students should contact our office if it has not yet been deposited by that time.

Q: I received my funds. Is there anything else I need to do?

A: Yes. Students must reconcile the per diem at the end of the workshop in order not to be held liable for the funds. This is done through submission of boarding passes. An email from our office is sent at the end of the semester requesting these.

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 picture 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 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 confirm that their mailing address is updated in Albert / SIS 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: I only have a non-US bank account. Can the per diem be deposited in a non-US bank account?

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

Q: 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 to cover luggage fees charged by the airline?

A: No. Travelers must select a ticket that includes a bag at the time of purchase. 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 traveler.

Q: Is the per diem taxable income?

A: As long as the student reconciles the per diem at the end of the workshop, then the per diem is not taxable income.

Medical Insurance

NYU requires that students traveling abroad have comprehensive medical insurance. We purchase a plan for students 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 workshop 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. Students traveling to Washington, D.C. do not require additional medical insurance as they are already covered under their current plans.

Students may also want to consider purchasing travel insurance that covers theft and other unexpected occurrences. Former GRI Fellows have recommended https://www.squaremouth.com/ as a resource for competitively priced, comprehensive travel and medical insurance plans. Note that GRI is unable to provide reimbursement for any medical costs, or financial damages incurred due to loss of theft.

Q: I will be in Washington, D.C. for my workshop. 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. Students may consult their insurance providers directly to find doctors in the DC area that accept their plans. 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 workshop (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 workshop. 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 workshop. 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 (excluding Athens) 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.

Q: I am a participant in the Athens workshop. 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 books cannot be shipped there.

Feedback

Workshop participants are required to provide feedback upon completing their program. 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. Students are asked to answer a few short questions and provide any additional feedback. This must be completed within a week. Meeting the needs of our population is important to us and so we look forward to hearing back from each participant at the close of the semester.

Safety

Traveling safely is crucial to the success of your research trip. It is important to think through the safety measures you will take during your trip prior to departure. NYU provides a number of different safety resources to its traveling community. 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 taken as part of the GRI fellowship must be registered with NYU Traveler. Tickets booked with Egencia are automatically registered with NYU Traveler. This means that the university has a record of the traveler’s location in case of an emergency. If a potentially dangerous or disruptive event occurs, updates, warnings and instructions will automatically be sent to the traveler. It is a good idea to register all trips, not only those related to this fellowship, in NYU Traveler.

If a student is traveling with a ticket obtained 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
Students should always have ample medical insurance coverage for travel both related and unrelated to the workshop. 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 photo of your passport bio page and immigration documents to NYU Box.

**Program 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 & Invitation Email**
   - Pre-departure information document sent after reception (incl. site & housing address)

**Orientation & Reception Invitation Follow-Up**
   - Pre-departure Information Document
   - GeoBlue Insurance Information (international sites only)

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

6. **Feedback Request Email**
   - *Survey to be completed by participant.*

**Per Diem Reconciliation Email**
   - Boarding passes to be sent to GRI.

### 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, check the expiration date of your passport, ensuring that it expires no sooner than three months after the intended return date. Also, confirm 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 printed 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](https://nyudrive.library.nyu.edu/) or DropBox.