Summer 2015 – Pre-Departure Instructions & Guidelines

Please read carefully the below instructions and information concerning the disbursement of your funds and other requirements for grant recipients.

Quick Links:
Receiving Your Grant Funds
Other Information about your Grant
Reporting Requirements

Attached:
Recipient Checklist

Receiving Your Grant Funds

Required Steps:

1) Please indicate your acceptance of the award and whether or not you are accepting the full amount of the award by **March 15, 2015**.

2) Inform CLACS if you are enrolled in summer classes AND if you have a pending balance from the spring 2015 term or the summer 2015 term. Your grant will be posted to your IU Bursar account as a scholarship and will therefore be applied to any pending balances.

3) If your country of travel is currently under a travel warning by the U.S. Department of State, you must fill out a waiver and turn it in to CLACS in order to utilize the grant funds to travel to that country.

4) If you indicated in your proposal that you would seek IRB review for your study, but you did not provide documentation of your final Human Subjects approval, **you must furnish that documentation before we can disburse your grant**. Please email relevant documentation to CLACS. Please contact us directly if your plans regarding IRB review have changed since the time of your proposal, and keep in mind that final determinations regarding IRB matters should be made by you, in consultation with your faculty advisors.

Recommended Steps:

1) **Set up Direct Deposit** through OneStart. You can access the direct deposit signup page through the “Student Services” tab in Onestart. Please note that if you do not sign up for direct deposit, the Bursar will mail a paper check to the local address that you have on file with IU – and this can occasion significant delays.

2) Submit your e-mail to the **Smart Traveler Enrollment Program** (STEP) program through the U.S. Department of State in order to receive alerts about travel conditions in the counties you plan on traveling in and through. U.S. citizens can also register with the U.S. embassy in the country of travel through this website.
Other Information about your Grant

- Minor revisions of your travel dates and/or your research foci are to be expected and do not require prior approval from CLACS. Please contact us directly only if your research plans undergo major changes in scope or duration.

- Unlike grants made through the U.S. government, Field Research Grants do not place any restrictions on international travel. In particular, funds may be used for travel on U.S. and/or foreign air carriers, so please book your travel in whatever way is most convenient for you.

- Please be aware that, as a financial aid award posted to your Bursar account and reported on the 1098-T issued to you by Indiana University, your grant may be subject to federal, state, and local income tax. The IRS addresses these types of issues in depth in its Publication 970 (see here for information applicable to 2011 - http://www.irs.gov/publications/p970/index.html). We encourage you to research the particulars of your situation and make preparations accordingly, since the Bursar will not make any withholdings on the “front end” of your grant.

- As mentioned in the offer letter, we will be contacting you in the future in order to collect success stories, publications, conference presentations, and additional funding procured as a result of your research. We appreciate your cooperation in responding to these information requests, as these professional and academic achievements demonstrate to our financial supporters the ongoing impact and importance of offering these grants.

Reporting Requirements

There are four required components for reporting on how you used your grant funds: a mid-research blog post, a final report due upon completion of your research, documentation of your expenses, and participation in an online forum.

1) Blog post – to be completed in the field

We would like to share your field activities and research with the CLACS community at large via the web and/or our print newsletter. To that end, please provide us with a brief report on a current event in your research site that connects to your research agenda. The write-up should be brief (ideally between 500-700 words) and be accompanied by (1) a cover photo: an image that sheds light on some aspect of the current event you are reporting on and (2) a photo that includes you at your research site (please include unedited, full resolution photos, and CLACS will resize and crop as needed).

2) Final Report – due at the beginning of the Fall semester

We will require a final report, which will be due at the beginning of the Fall 2015 semester. The report will consist of a front cover page with a section to report your expenses and list how you used CLACS FIELD RESEARCH GRANT funds. You do not need to detail the budget for your
entire trip, if some portion thereof was covered by other funds. The report will also require a 2-3 page narrative in which you describe your initial findings and how they will lead toward next steps in your project. That section will also give you the opportunity to discuss any changes in the scope or focus of your research, which are not at all uncommon for pilot projects.

3) **Documentation of Expenses Abroad**

*Please Note: You will need to furnish receipts only for those expenses that you wish to charge to your grant. So if, for example, you spend $1500 on international airfare and your grant is for $1000, we would need only your receipt for international airfare.*

- As stated in all award letters, your expenditure of Field Research Grant funds must break down in the following fashion:

**No less than 75% toward Travel Expenses:**
International airfare, in-country flights, local ground transportation (taxis, buses, trains, subway, etc.), car rentals

**No more than 25% toward Field Expenses:**
Food, accommodation, research expenses (photocopying, materials, etc.), visas, insurance

- We will require that you provide documentation of this expense breakdown upon returning from your travels, and if you are unable to do so, a portion of your grant could be revoked. Detailed below are the types of receipts that we will and will not require. Where receipts are not required, we will simply ask for an aggregate expense breakdown on your final report.

**Receipts Required:**

- **International Airfare:** Yes. An electronic receipt, with full itinerary, can suffice – no need for paper receipts.
- **In-country Airfare:** Yes. An electronic receipt, with full itinerary, can suffice – no need for paper receipts.
- **Car rental:** Yes.
- **Longer-distance bus and train travel:** Yes, if possible. We understand that receipts may not always be available in some settings.
- **Local bus, taxi, and subway fare:** Not exactly. We understand that collection of receipts will be either impossible or highly impractical for grantees who make regular use of some urban transport systems. If you plan to claim this sort of transportation as a grant-related expense, please simply save one or two representative receipts (if available) for submission, and then aggregate the total amount that you spent in your final report.
- **Lodging:** Yes. If you pay for a “homestay” arrangement, we can accept a letter signed (in Spanish) by the homeowner, specifying the dates you stayed and the total amount charged.
- **Food:** No. Please just aggregate this expense category in your final report.
- **Other Field Expenses:** Whenever possible/practicable.
4) **Presentation of Results**

The final required reporting component of your grant will be an online forum in which you will post a slightly revised version of your Final Report. Forums will consist of 3-5 grantees with thematically and/or regionally congenial projects, and once reports are posted, you will be expected to offer comments on the projects of the other members of your group. We will contact you mid- to late-summer with further instructions about the forum.