

Department Of History Research Travel Grants

Guidelines

The History Department's travel grants are funded by gifts from the Freehling, Kunstadter, and Sinkler families, and in honor of Profs. Eric Cochrane, Arthur Mann, and William H. McNeill. Grants are decided by History's Fellowships Committee. Research travel grants are competitive and all requests may not be honored. It is left to the Committee's discretion to determine which applications to honor in a given year, with weight given to those students travelling to archives for the first time.

These are small grants to help students defray the costs of researching the proposal or dissertation. Students who have fulfilled all requirements up to the oral examination may apply. Students can receive up to \$6000 from the department over the tenure of their graduate career, but all things considered, preference will be given to students who have not received previous funding for archival research.

Terms of the gifts determine the distribution of the travel funds. Grants will be distributed based on Field at the discretion of the Fellowship Committee. American History projects compete for Freehling (\$2000; Spring and Autumn) and Mann (\$500; Spring only) grants. All other fields are eligible for the Kunstadter grant (\$2000, Autumn and Spring), and Sinkler (\$2000, Spring). Western European Fields and those in other fields who will be conducting work in Western Europe are eligible for grants of up to \$3,000 from the Eric Cochrane fund during the Spring application cycle.

Autumn competition is for travel between Jan 1-June 30. Spring competition is for travel June 1-Dec 31st. Any date changes must be approved by the department. If the date change moves the beginning of the trip to the following date bracket, students will be asked to reapply for funds. (i.e. A student requests a change from a Nov 1st departure to a Jan 16th departure. The student will be asked to resubmit the request during the Autumn funding cycle.) The only exception is Cochrane funds. While, it is suggested that travel using Cochrane funds take place between June1-Dec 31st, some flexibility can be granted for end dates.

Eligibility

Spring Competition

- For travel between July 1-December 31, 2011. Travel beginning between June 11 (end of Spring quarter) and July 1 is eligible for reimbursements, but travel advances cannot be issued for travel beginning before July 1.
- Open to students in the second-year or higher who are researching the proposal or dissertation
- First-year students who have completely waived second-year requirements may also apply.
- For students who plan to travel before the orals exam, an additional brief statement from your advisor specifying the need to travel at this time using departmental funds is requested.
- Grades in required courses from previous quarters must be **posted** to the transcript **prior to** the application deadline; grades received in spring quarter must be **posted** to the transcript before the date of departure or the grant will be cancelled.

Application

1. Application Cover Sheet signed by faculty advisor (in lieu of a signature, the faculty member may send an email to Sonja Rusnak at srusnak@uchicago.edu by the application deadline date. An adviser may provide additional information for the committee by sending an email to Sonja)
2. Budget including an *accurate* start and end date. The budget should be based on the lowest economy air fares and modest living expenses. See the budget form for detailed instructions.
3. A brief, (no more than three-page) description of the research project. Include an explanation of why travel is necessary at this point; what you plan to do at the research site; the name(s) of the archives or other institutions to be visited and their accessibility; and your knowledge of the archive's or archives' holdings.

Budget Guidelines

- *Provide accurate travel dates, not estimates.* Change of dates must be submitted in email to srusnak@uchicago.edu at least 30 days before your expected date of travel for approval by the Fellowships committee.
- A true budget—whether higher or lower than the grant limit—is more helpful to the Fellowships Committee than one manipulated to fit the grant's limit. For trips of long duration or to expensive cities, it is anticipated that a History grant will not cover all expenses; thus, it is important to list all sources of funding on the front of this application form.
- Research and purchase discounted, advanced-purchase, coach airfares. Tickets purchased with frequent flyer miles may be used, but cannot be a budgeted item.
- Estimate local living expenses at a modest student standard. Students traveling to international destinations may pay rent to individuals. Students traveling within the U.S. **cannot** be reimbursed for domestic rent per University policy.
- Provide copies of web research from on-line booking agencies (Orbitz, Travelocity, www.STA-travel.com) that support your budget as the most economical accommodations, airfares, and local travel expenses for your research site.
- Rental car or taxi cab expenses for major cities with mass transit systems should not be included in your budget.
- When travelling with other people, itemize only your individual expenses.
- If requesting a travel advance, all expenses must be reconciled 30 days after returning from the trip by providing receipts. If not, the award will be taxed and students will not be eligible for further awards from the Department.
- Students will only be reimbursed up to the amount of the award. Any travel advance money not reconciled with receipts must be returned to the University.

The University of Chicago
Department of History
Research Travel Grant Application
Personal Information

Name:	Student ID Number:
Email:	Telephone:
Mailing Address:	

Academic Record

Field of Study:	Entering Year:
Date of Orals (actual or projected):	Date of Proposal (actual or projected):
Proposal Title:	

Indicate if you have received any previous awards for this project from any source. For each award give name, date, and amount (attach additional paper if necessary):

Indicate any grants for which you are currently applying or plan to apply to this quarter to support this project. For each competition give name, date and amount (attach additional paper if necessary):

Adviser's Statement	
I certify that this student is prepared to undertake the research presented in their statement, and I recommend that they be provided departmental funds for travel.	
Adviser's Signature	Date

Budget

Please read the budgeting guidelines thoroughly before drawing up your budget. Provide print outs from travel websites to support big ticket item budgets (lodging, airfare, etc.)

Exact Departure Date: _____

Exact Return Date: _____

Destination Location: (City and State for domestic trips,
City and Country for international trips) _____

Research Destination (Give name of archives and/or
other locations to be visited) _____

Air/Train/Long-distance Bus Fare or Car Rental: _____

Local travel expenses: _____

Lodging expenses (please read the
domestic rent policy for US travel): _____

Board expenses: _____

Research expenses: _____

Other explains (explain): _____

Total Budget: _____

I prefer to receive a travel advance. I will collect receipts to be submitted within 30 days of my return. I understand that I cannot receive a travel advance if I have another advance from the University. (including advances given for non-related travel expenses). Only valid for travel beginning after July 1, 2011.

I prefer to be reimbursed for my expenses. I will submit receipts upon my return. I understand that I will not be reimbursed for any expenses exceeding the grant amount.

I have read the guidelines for allowable expenses and guidelines for reimbursement. The travel dates and budget are accurate to the best of my ability. I will seek History Department prior to any change in travel dates.

Student Signature:

Date:

Departmental Use Only	
ABD:	Primary Adviser:
Previous Department Travel Award Total Amount:	Incompletes: