

General guidelines and helpful resources for preparing funding applications for summer projects (fieldwork, internships, research trips)

The following are general guidelines only. They are designed to help you prepare and submit GSAS and departmental requests for additional summer funding. Before making any applications (whether for external or internal funding), please reach out to your Advisor/Graduate Director to discuss the project/travel/research you are seeking funding for. The following list of headings and resources are not exhaustive but are those generally covered (partially covered) by the department and thus provide a useful overview.

Travel

Include all international/domestic travel expenses you think you may incur during research trips/fieldwork trips. These may include international flights, airport transfers, local means of transportations (train/bus/taxis/car hire), car parking and tolls. Try and be as specific as possible and, where appropriate, add additional documentation e.g., quotes for car hire etc.

A few things to think about:

- Note that the department will only be able to cover/contribute towards economy flights. If luggage rates are included separately, please specify this in your application. We recommend shopping around for flights (e.g., prices can vary depending on the day you book, whether you fly from New York or Philadelphia and/or book direct flights).
- For international car hire-have you researched where you could hire a car from and, if so, what type of vehicle will you be needing to access sites/regions/locations you are visiting? If your travel requires you to hire a 4x4, for example, please explain why this is necessary.
- Make sure to calculate/add in any additional insurance costs that are associated with car hire.
- Make sure you include gas in the calculations for transport-the following standard mileage rate [IRS Standard Rate](#) is used by the college. When requesting reimbursement for mileage, a copy of [MapQuest](#) driving directions showing the number of miles driven must be attached.

Accommodation

Include information on any overnight stays and, where appropriate, provide additional documentation e.g., hotel booking details/quotes. Again, try to shop around for reasonably priced (yet safe) accommodation. When booking accommodation that is quoted for/paid for in a different currency, make sure to include details about the currency exchange rate into USD, using [OANDA](#) currency converter.

Per Diems/Subsistence

Our priority as a department is to fund travel and accommodation costs for as many students as possible so we may not be able to cover per diem costs. Please, however, still include these in your budgets, as this will help us to assess your needs more broadly and is also useful practice for outside funding applications.

Per diem requests should only cover periods of time when you are undertaking active research **away** from home. Subsistence/Per Diem costs should be expressed in your budget as \$ per day for X number of days and can be used when travelling internationally. You can also include partial days (expressed as a % of the cost) for when you are in transit.

The college uses the following websites to calculate per diem rates:

- International Travel [Per Diem Rates](#)
- Domestic Travel [Per Diem Rates](#)
- The above links are useful for preparing and calculating per diem costings. Copies of these searches/rates should be added to your budget. Finally, bear in mind that these are very generous calculations, and we are never able to cover more than 50% of these costs. If you are staying in a B&B, breakfast should not be included in the per diem costings.

Equipment

The department is generally unable to cover equipment hire or purchase costs. We do, however, have a few items that can be borrowed from the department. These include cameras, Munsell charts, color checkers, photo scales, north arrows, GPS, levels, plumb bobs/lines, and caliper micrometers. We expect equipment to be returned in the condition in which it was loaned and if equipment requires professional cleaning (e.g., cameras, GPS), we will ask you to take care of this. For further details, please reach out to the Chair of the Department.