USC SCHOOL OF INTERNATIONAL RELATIONS
SPECIAL SUPPORT FOR POIR STUDENTS
AY 2015-16

In recent years the School of International Relations has been able to offer grants for special purposes in addition to year-long fellowships awarded upon admission. While none of the following is a guaranteed entitlement and the funding amount could vary based on SIR budget conditions, the School hopes to be able to continue making this special support available for the POIR students who are eligible. All awards are conditional on the candidate’s maintaining good standing according to the POIR guidelines and codes of professional success, and having submitted the annual POIR activity report by March 31st. Technical requirements for budgets and reimbursements are given at the end of this memo. Remaining questions on how to apply may be directed to SIR Associate Director Linda Cole lcole@usc.edu and in VKC 330.

FOR ALL POIR STUDENTS

Summer grant. Deadline 31 March. [Use SIR Summer Funding Proposal Form available at https://dornsifecms.usc.edu/poir/forms/]

The School of International Relations welcomes proposals from POIR students to help finance research, methods training, language training, or data collection during the summer. Award levels will vary up to a maximum of $2,500. One who has defended the dissertation proposal by 31 March and has not completed the dissertation can qualify for up to $5,000, which may include support for summer writing. The last summer that a student is eligible to apply for this summer funding is the one between his/her fifth to sixth year. Students beyond their sixth year are not eligible for this funding. The proposed project or training must be completed by 15 August.

These activities are eligible:
1. Methods training: attendance in a summer program designed to enhance proficiency in social science methods, qualitative or quantitative;
2. Language training in the US or abroad at a recognized institution or facility. Proof of acceptance into the methods or language training course is required.
3. Preliminary field or archival research for the PhD dissertation. If the research is conducted abroad in a student’s home country, only airfare is eligible.
5. The priority will be given to those who will travel outside of Los Angeles for these activities, but those who are taking summer courses in Los Angeles could receive some support on funding available basis.
6. Writing, for those at the ABD stage. ABD students who have defended their dissertation proposals by March 31 are eligible for summer funding. Those who receive the College or graduate school summer funding can only apply for the balance between the SIR summer
funding (up to $5,000) and the amount of funding they receive from other sources for the summer.

Proposals should be sent by email to Linda Cole <lcole@usc.edu> at the School of International Relations with a copy to the POIR Director and Graduate Advisor. The proposal should consist of three items: (a) SIR summer funding proposal form (available online from POIR website), (b) description of proposed activities in one single-spaced page in length, and (c) a detailed budget outlining the cost of tuition, travel expenses, and other expenses and (d) additional documents as indicated on the application. In addition, an endorsement of the project from the student's faculty advisor is required. Decisions will be made on a competitive basis. Any application submitted late will be considered only if funds remain.

Applicants are expected to apply also to other USC and external sources and to report where they have applied. CIS does not participate in summer graduate student funding except for the Summer Grant Writing RAship. If you fail to disclose other funding including those that came with your PhD admission package (Dornsife Doctoral Funding and other top ups that provide summer funding) when you apply for this summer funding, you lose your eligibility.

If your plans change significantly, you will need to resubmit a revised proposal and budget for approval. If you do not use any portion of the summer grant for the approved project, please reimburse the School by giving Linda Cole a check payable to USC during the first week of fall classes.

Note: One reason for the March 31 deadline is to make sure we complete the process in order to deliver timely summer checks. The College does not issue summer grants until late May to early June, to avoid conflicts with financial aid and campus employment restrictions. If you will be leaving the area immediately, you may arrange for the check to be mailed to a different address or deposited into your bank account. If you expect expenses before early June, it is wise to have a plan for how you will cover your expenses until you receive the award. First year students may not receive their checks until later in June, as their funding will be contingent on their screening results in May 2016.

By September 30, submit proof of travel and original receipts for all expenses to Linda Cole. Submit a one-page report outlining the accomplishments made possible by SIR summer funding, to Linda Cole in hard copy, to the POIR Graduate Advisor for your file, and to the professor chairing your committee. No future requests for SIR funding will be approved if such a report is not received on time.

A travel budget may include the categories listed below. If actual expenses exceed the approved budget, some expenses may not be reimbursed.

Incidentals, such as conference registration

Round trip coach air fare. Online ticket receipts are accepted. Make sure that you are submitting a receipt and not just a confirmation of a travel booking. The receipt includes payment details, whether paid by credit card (usually the last 4 account digits) or cash (in
which case the receipt shows a zero balance).

Ticketing options: Use a USC travel vendor and we can prepay the travel with an internal requisition. But the USC vendor is not the cheapest way to fly. When dealing with a tight budget, you may prefer to charge a ticket on your credit card and seek reimbursement once you have completed the trip.

**Local Transportation.** Ask taxi and bus drivers for a receipt with amount, date and type of payment.

**Hotel.** If you share a hotel room, ask for a separate invoice for your share. If the hotel cannot produce separate invoices, process the request only for your share. The hotel cost includes the room plus local taxes. It should not include meals charged to your room or any minibar charges.

**Meals.**

**Claiming a reimbursement.** Print the USC travel expense report form, found on the Disbursement Control website along with the University's procedures: [http://fbs.usc.edu/depts/dc/](http://fbs.usc.edu/depts/dc/). The Disbursement Control Office insists that each item and receipt be listed separately on the form. If, for example, you have more than three entries to list in the transportation section, do not combine items into a single line. Instead submit more than one form. Please note: The USC form says you do not have to provide a receipt for items less than $25, but USC Dornsife College requires them. Please submit a receipt to support every item you claim. The School does not use the per diem reimbursement option; we ask for receipts for all meals and lodging. Attach all receipts to 8 1/2 x 11 sheets of paper using clear tape, not staples, with no overlaps. They will be scanned. Ideally, organize the receipts into the main budget categories above with meal receipts in date order. If your signature is difficult to read, please print your name too. Paying attention to these details can reduce delays in processing.