

2024-25 Fontaine Travel & Research Grants

Fall Cycle	Spring Cycle
<i>For travel/expenses incurred May 15 – Dec 31</i>	<i>For travel/expenses incurred Jan 1 – May 15</i>
Application Deadline: October 10	Application Deadline: March 10
Recommender Deadline: October 15	Recommender Deadline: March 15

The purpose of the Fontaine Travel & Research Grants is to assist Fontaine Fellows with expenses related to presenting and/or attending conferences in their fields of study and to support required research travel or other costs required to complete their dissertation research.

Because grants are limited, applicants are encouraged to exhaust other sources of funding before soliciting the Fontaine Society. In competitive circumstances, priority will be given to Fellows who presented and who demonstrate the greatest need.

Please keep the following requirements in mind:

- Applicants must be Fontaine Fellows at the University of Pennsylvania.
- Applicants must be currently enrolled full-time in a PhD program or the PhD portion of a dual- degree program.
- Applicants may receive only one grant per academic year.
- Applicants must provide the name and contact information for their faculty advisor or other recommender when submitting an application. This person will automatically receive a recommendation form when you submit. Your application is not complete until this form is submitted.
- Recipients are required to present a brief description or summary of their research at the next Fontaine Conference.

Grant review and disbursement information

- Incomplete applications will not be considered.
- Highest priority will be given to funding travel or research needs that are *required* for academic progress toward degree completion.
- This grant does not fund technology or other regular expenses related to the cost of attendance (including tuition, fees, housing, and educational supplies). Information about funding for these and other needs can be found on the Fontaine Society website.
- Grant recipients typically will be notified within three weeks of the application deadline. Please do not request the status of your application until after this time. You must accept the grant within one week of notification.
- Grant funds are disbursed on a reimbursement basis. Do NOT enclose receipts for reimbursement in the application. Directions for reimbursement payments will be distributed separately.

Frequently Asked Questions

1. What are the Fontaine Travel & Research Grants?

Typically, the purpose of the Fontaine Travel and Research grants are to assist Fontaine Fellows who present and/or attend conferences in their fields of study and to support *required* research travel or other needs (archive access, etc.). Because grant funds are limited, applicants are encouraged to exhaust other sources of funding before soliciting the Fontaine Society. In competitive circumstances, priority will be given to Fellows who will be presenting at conferences and/or who demonstrate the greatest need.

2. What do the Fontaine Travel & Research Grants cover?

The Fontaine Research Grant must be used toward either (a) travel expenses to and from the conference (air, train, shuttle, bus, and taxi), lodging, and/or the registration fee for the current academic semester, (b) research travel, or (c) assistance such as statistics/programming workshops, access to archives, and recording equipment. Funds cannot be used for per diem expenses or purchases made by or for use by someone other than the grant recipient (e.g., a faculty advisor, research collaborator, etc.).

The University reimburses for purchases but not for services/participation. For example, it will not reimburse a student who pays for transcription services or a student who pays individuals for participation in a focus group or research study. Payment for transcription is arranged by having the vendor submit an estimate, then a PO is cut to pay the vendor directly OR an invoice from the vendor should be submitted to the Graduate Grants office for payment directly from the University.

3. What are the grant eligibility criteria?

- Applicants must be Fontaine Fellows at the University of Pennsylvania.
- Applicants must be currently registered, full-time PhD students and in good academic standing during the period covered by the grant.
- Fontaine Fellows in joint or dual degree programs must be in the PhD portion of their degree during the period covered by the grant.
- Applicants must not have access to other funding to support the proposed research or travel, including through departmental or individual research funds or fellowships.

4. What are the general terms and conditions of the award?

- Funding is not guaranteed.
- Grants are awarded up to \$500, with individual awards varying based on the number of applications and nature of activities covered.
- Applicants may receive **only one** grant per academic year.
- Applicants **presenting** at a conference will receive highest priority for funding.
- Applicants demonstrating **required research travel or other needs** will also receive high priority for funding.

5. Are there any obligations once I have received a Grant?

Yes, you must present a brief description of your research at the next Fontaine Research Conference. You will be emailed with a date/time and location during the following semester.

6. When should I apply for the Grant?

Please apply during the period in which you will incur an expense: Fall Cycle (May15-December 31) or Spring Cycle (Jan 1 – May 15). Grants are given as reimbursements and the University of Pennsylvania will provide reimbursements for expenses from summer 2024 onward. Please note that Fontaines are ONLY awarded one (1) research grant per year (July 1-June 30) and that the award size will depend on the size of the applicant pool.

7. How to apply for Fontaine Travel/Research Grant?

Apply through the Universal Individual Grant Applications at gsc.upenn.edu/graduate-grants#apply

Please provide the name and contact information for your faculty recommender in the application. The faculty member will automatically receive a copy of your application and recommendation request form when you submit. Your application will only be complete once your faculty recommender submits their recommendation.

Incomplete applications will not be reviewed

8. When do I submit for reimbursement?

More detailed instructions will be provided when you receive notice of an award. Do NOT enclose receipts for reimbursement in the application.

9. When will I be notified of my status?

Grant recipients typically will be notified **within 3-4 weeks of the recommender deadline**. Do not request the status of your application until after this time.

Please email fontaine-cc@pobox.upenn.edu or grad-grants@upenn.edu with any other questions