

FRANKEL CENTER SUMMER FUNDING GUIDELINES AND GENERAL INFORMATION

The Frankel Center annually awards summer research funding to U-M students who are pursuing studies in the field of Judaica. The following information has been compiled to assist with the preparation of summer funding requests and to provide information regarding post-award procedures.

PROPOSED BUDGETS

When submitting proposed budgets, please **explain as clearly as possible** the way in which the requested funds will be spent. Every request must include an **itemized budget of expenses** and the exact (if possible) dates of travel. If the proposal includes two separate projects during the summer, each project should be explained separately, in date order, and include separate budgets.

For example, if the proposed summer project is to attend a language conference at Hebrew University in Israel, then the itemized budget should include:

- Departure and return dates
- An approximate price for the airfare
Attach a price quote and sample itinerary from an online company (e.g. Travelocity or Expedia) or a travel agent.
- Pricing information for the conference and/or tuition
Include the brochure and indicate the registration and/or membership fees, etc. Submit a printout from the University/School, listing tuition prices and associated fees that are separate from the conference registration (if applicable).

If lodging and food is to be included, please submit:

- Pricing information for lodging at the university, hotel or hostel
- An approximate charge for expected food costs
Per diems are typically allowed for overseas travel only; please contact the Student/Fellow Coordinator for details.

Other items generally covered by summer research funding are books, folders, note paper, photocopies (within limits), pens/pencils, etc.; coverage of these needs to be indicated on the itemized budget as well.

Items not covered by summer funding include, but are not limited to toiletries, prescriptions, haircuts, bar tabs, rent and utilities (*if staying in Michigan*). Before incurring the costs, consider the way in which the expense might pertain to the project. Expenses must have a legitimate connection with the research being conducted. If there is a question as to whether something may or may not be covered, be sure to ask beforehand. If the item is something typically used whether or not research is being conducting, then the expense would not be considered legitimate. In addition, the University will not reimburse frequent flyer miles or any other type of travel-points program.

THE AWARD LETTER

The Frankel Center will respond to **all** requests for summer funding. A congratulatory letter will be sent to those who have been selected as award recipients. The letter will include the dollar amount of the fellowship, based on the proposed budget. Please understand that, despite the generous contributions of our donors, the Frankel Center may not be able to fully-fund the requested proposal. We will do our

best to cover the most pertinent expenses. Also included in the letter are details regarding reconciliation of receipts and the requirement of a thank you letter to the donor of the funds.

Following the disbursement of award letters, those who are to receive funding will be required to attend a brief group meeting with the Administrative Secretary and Student/Fellow Coordinator, during which the Frankel Center's policies regarding funding will be discussed. This meeting will also provide the recipients with the opportunity to ask questions about their awards.

In the event the recipient requires some of the funding prior to his/her departure date, the Administrative Secretary will prepare a Travel Advance which the recipient will take to U-M's Cashier's Office; there, a check will be provided which may then be deposited into the recipient's personal bank account. Those who don't require the funds in advance will be reimbursed after the reconciliation of receipts.

RECEIPT RECONCILIATION

Award recipients **must** submit to the Student/Fellow Coordinator in person or via mail an itemized list of expenses and original paid receipts no later than ten (10) days from the date of return. Airfare receipts (e-tickets showing the award recipient's name, trip dates and amount paid) may be submitted via email. Please tape each of the receipts onto an 8-1/2 x 11 piece of paper, with the following clearly indicated: the date, amount spent (in which currency), and a description of the expense (e.g., bus, taxi, dinner, books) especially when in another language. If the receipt is a full size sheet of paper, the same items must be indicated. When using a credit card for the purchase, all but the last four digits may be "blackened-out" on the receipt.

It is imperative that spending is tracked accordingly; it is recommend that a travel journal be kept to record the daily expenses that will be submitted for reimbursement. **Expenses that are not correlated to original paid receipts will not be reimbursed.**

Once receipts have been reviewed and our Administrative Secretary has prepared the appropriate financial documents, each award recipient will be contacted to set an appointment to review and sign the completed documents. The Frankel Center must forward the finalized reconciliations to the UM-Finance Department, so it is imperative that the above directions are followed. Otherwise the student's account may be flagged in the M-Pathways system, and he/she may be held liable for the funds.

THANK YOU LETTERS

A letter of thanks **must** be written to the summer funding donor(s), and submitted to the Student/Fellow Coordinator within the same number of days noted above. This letter should include a brief summary of the recipient's education, outlining his/her research topic, as well as any relevant information which may be of interest to the donor (highlights from the trip/event, for example).

CHANGES TO YOUR PROPOSAL

If changes need to be made to a proposal, whether it is before or after the funding has been awarded, a written request must be submitted. A meeting with the Student/Fellow Coordinator will be scheduled to review the request. Proposed changes will then be submitted to the Director of the Frankel Center for approval.

If there are any further questions regarding these guidelines, please contact the Student/Fellow Coordinator at the Frankel Center. Thank you for applying and Good Luck!