

Department of French & Italian
Graduate Research and Conference Travel Support
Student Guidelines

The Department of French & Italian has a limited amount of funds available each year to support the conference-related activities of its graduate students.

[Applications](#) (available from the Graduate Administrator and from the [departmental website's graduate resources page](#)) for these funds will be accepted according to the following regular calendar of deadlines: **October 1, February 1, and April 1**. Decisions will be made by the French & Italian Planning and Budget Committee immediately after those cut-off dates. All FRIT awards, regardless of budgetary need or the amount of the request, will be capped at **\$300**.

Application guidelines:

- In order to qualify for consideration, students must be in good academic standing: all "I" grades must be resolved, and all relevant benchmarks must be satisfied (as outlined in the French & Italian Graduate Policy).
- Students should consult their DGS or Dissertation Director (as applicable), as well as the Graduate Administrator, regarding conference budgeting and application procedures for outside funding; students must have already applied to as many non-FRIT funding sources as recommended before applying for FRIT funds. Outside funding sources include:
 - A&S GSO (Graduate Student Organization) [Travel Grant](#)
 - [GPSG \(Graduate and Professional Student Government\) Travel Grants](#)
 - [A&S PBC Conference Grants](#)
 - ESC (European Studies Center) Small Grants: [information](#) and [application](#)
- The funding application must contain an itemized budget (as indicated on the application form) of expenses and anticipated or completed applications for non-FRIT funding.
- The DGS or Dissertation Director must review, approve, and sign off on the application before submission.
- Students who have not yet been awarded funding through FRIT in a given academic year will be given priority over already-funded students.
- Students who are participating in a conference will be given priority over students attending a conference without participation in a panel or other programmed component.

Reimbursement:

Laura Brooks (laurabrooks@pitt.edu) handles reimbursements for those who receive a Travel Grant award. Please ensure you send the following items to Laura:

- Email or award letter confirming the award and its amount
- Itemized receipts for expenses
- Information about the conference (e.g., flyer, invitation, email, website, etc.)
- Completed expense report (attached to the email regarding the application for funds)

Note: Allowable expenses include conference registration, flights, lodging, local transportation, and meals. Please be aware that we cannot reimburse for travel insurance, seat selection fees (unless medically necessary), upgrades, or Wi-Fi. All receipts must include the last four digits of the payment method (if not, please provide a copy of your bank statement showing the purchase), an itemized lodging receipt, approval for funds, and information about the conference (name, dates, location).

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