

Berry College International Programs
Summer Grant for International Service or Research

Grant of up to \$4000 to engage in a service or research project outside the United States during summer 2017.

Requirements

1. Open to undergraduate students returning to Berry College the subsequent fall semester and who are not currently on disciplinary probation in spring 2017
2. The entire award can be disbursed prior to departure (with relevant documentation); any balance will be reimbursed upon return and completion (with relevant documentation)
3. Note that funds received for which subsequent documentation is not provided are subject to tax. Reimbursed expenses will not be taxed. Direct questions to Accounts Payable, Kim Barnett, ext. 1720.
4. Minimum of 2 weeks in country, although longer stays are encouraged
5. Project may not be undertaken in a country named on the US Department of State [Travel Warning](#) list
6. Applicant must meet with IP Director prior to submitting proposal
7. May be a new or continuing project
8. Award may not apply to tuition/credit or equipment
9. Students may apply jointly for 1 grant
10. May be an independent project or affiliated with an organization*
11. Students must submit:
 - a. Completed application form (see following page)
 - b. Estimated budget
 - c. Unofficial Viking Web transcript
 - d. Faculty letter of support by someone familiar with your project
 - e. IRB approval (if required) – may be submitted after application but prior to departure
 - f. Signed waiver of liability (required upon receipt of award)
12. Be prepared to interview with members of the IP Committee
13. Must attend the Education Abroad pre-departure orientation in spring
14. Must submit a report upon return and give a presentation on the activity (research grant recipients must be willing to submit an application for the student research symposium)
15. All receipts according to date, with converted amount in US Dollars on each, are to be submitted to Sarah Egerer upon return. For converting currency, use www.oanda.com/currency/converter/ and put in the transaction date. In addition to the [expense voucher](#) and receipts, please submit [this template](#) showing the expenses by date, with both the foreign amounts and the converted US Dollars listed.
16. Tape all receipts to 8 ½ x 11" paper so they are not overlapping. Piles of disorganized receipts will *not* be accepted.
17. Payments to individuals (e.g. interpreters) will not be reimbursed. These need to be paid with a College check or wire in order to be tracked.
18. Changes to budgets following the award of the grant must be discussed with the IP Director. Reimbursements for items not listed on the original budget cannot be guaranteed.

* The following activities will not be eligible for this grant:

- service on behalf of a private, for-profit company or organization
- service on behalf of a political organization or campaign
- ROTC or any other military service
- activity whose primary focus is to support worship, evangelical and proselytizing activities within church or para-church organizations. These activities include, but are not limited to, service that focuses on religious instruction, indoctrination or conversion. Examples include providing childcare at church in support of a worship service, teaching in evangelical and proselytizing programs, participating in a worship service, and clerical and/or administrative work for the organization.

Participating in ineligible activities could result in the revocation of the award.

If you have questions or would like an application, please contact International Programs at 706-233-4065 to schedule an appointment.



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