**Frankel Center Funding**

**Application Guidelines**

The Frankel Center annually awards research funding to U-M undergraduates and Ph.D. students who are pursuing studies in the field of Judaica. The information below has been compiled to assist with the preparation of funding applications. . The following should be submitted to the Student Service Coordinator at the Frankel Center.

Application should include the following:

* Application
* Itemized Budget
* Budget Justification
* A transcript (an unofficial printout from M-Pathways is acceptable)
* A letter of recommendation, submitted directly to the Frankel Center, from a U-M faculty member with whom they have studied

**ITEMIZED BUDGET AND JUSTIFICATION**

When submitting the budget justification, please **explain as clearly as possible** the way in which the requested funds will be spent. The application must include an **itemized budget of expenses** and the exact (if possible) dates of travel.

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

1. Departure and return dates
2. 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.
3. 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).
4. Pricing information for lodging at the university, hotel or hostel
	* The list below is not exclusive, but rather a sample listing to help with managing your travel budget.

**Allowable Expenses**

* Expenses **must** have a legitimate connection with the research being conducted
* Airfare cost estimate is to be for a round-trip, advanced purchase, coach class ticket between either your hometown or Detroit and your final destination, without any stopovers in connecting cities (i.e., connecting flights are permitted however elongated stopovers in those connecting cities are not allowed). Also, University of Michigan policy requires that your flight be booked at least 14 days in advance in order to be reimbursed.
* If traveling by train, rental car or personal car (mileage) instead of air, these costs will be reimbursed when it is less than the cost of an estimated round-trip coach airfare. Estimated round-trip airfare must be calculated prior to the trip.
* Ground transportation, including trains, buses, trams, subways, and taxis
* Lodging in economy hotels, hostels, and university-owned housing
* Rentals/sublets of privately owned homes or apartments. The students must pay the rent and submit a receipt along with a completed [W-9 form](http://ssc.umich.edu/sites/default/files/forms/Substitute_W9_0.pdf) from the landlord/home owner. Failure to provide completed W-9 form and receipt will result in non-reimbursement of the expense(s).
* Car rentals within the U.S. and Canada are covered. To receive collision insurance you must rent from [National or Enterprise](https://www.nationalcar.com/en_US/car-rental/partners/partner-details/affinity/XZ20044-bigten-michigan.html?action=hotDealsTemplate&msg=ZL_BigTen_Michigan_offer) (note: Loss Damage Waiver is included in the UM rate program and you should not purchase additional insurance).
* Car rentals from a non-UM contract company within the U.S. and Canada are also acceptable. However, collision insurance will not be covered
* Car rentals abroad with any reputable company are acceptable; collision insurance abroad is an allowable expense
* Gas is an allowable expense when renting a car
* A maximum of two (2) pieces of luggage. Excess weight baggage charges are not reimbursable.
* Tuition, program fees, entrance fees, photocopies, scanning, digital reproduction, limited supplies (excluding books), visa fees, travel insurance, and other related expenses

**Non-Covered Expenses**

* Driving to a destination, via rental car or personal car, hotel costs are not reimbursable
* Food, beverages (including liquor) or any daily living expenses
* Reimbursement for frequent flyer miles used for purchasing airfare
* First-class seating in any mode of transportation
* Utilities when renting/subletting an apartment or home
* Rent and related expenses for living in Ann Arbor
* Cell phone purchases, monthly charges, or calling cards
* The purchase of audio/video recording devices
* Health insurance
* Haircuts, dry cleaning, toiletries, prescriptions and any other incidentals
* Postage for any personal mailings
* Personal photos, film development
* Books
* Any items NOT related to the research project

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.

**THE AWARD LETTER**

The Frankel Center will respond to **all** requests for 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.

Following the disbursement of award letters, those who are to receive funding will be required to attend a brief meeting with the Student Service Coordinator, during which they will receive a copy of the Frankel Center’s Post-Award Guidelines. This meeting will also provide the recipients with the opportunity to ask questions about their awards.

Thank you for applying and Good Luck!