

THE ROCKEFELLER FOUNDATION
AND
GENERAL EDUCATION BOARD

Information and Regulations for Fellows

Office in the United States
49 West 49th Street, New York

Office in Europe
20, rue de La Baume, Paris (8^e), France

1937

FSK
UNIVERSITY

**INFORMATION AND REGULATIONS
FOR FELLOWS***

ALLOWANCES

Stipend

The period of the fellowship and the payment of the stipend begin when the fellow reaches his first place of study and terminate on the date of leaving his last place of study within the term of his appointment. The stipend is not paid during the time spent in ocean travel. If the fellow is provided with living accommodations in a hospital or other institution during any part of the fellowship term, the monthly stipend will be adjusted on a lower level for such a period.

Each fellow is requested to record the date when he reaches his first place of study and when he leaves his last place of study. Fellows studying in Europe should send this

* The information in this pamphlet applies only to fellowships administered directly by The Rockefeller Foundation or the General Education Board. It does not apply to fellowships in hygiene and public health. The International Health Division of The Rockefeller Foundation issues a separate pamphlet regarding its fellowships. For information regarding fellowships for residents of the United States and Canada administered by the National Research Council, the Social Science Research Council, and the American Council of Learned Societies, under support from The Rockefeller Foundation or the General Education Board, inquiries should be addressed directly to the appropriate council.

information to the European office of The Rockefeller Foundation, 20, rue de La Baume, Paris (8^e), France; those studying in the United States and Canada, to Room 5500, 49 West 49th Street, New York City.

All stipends are payable monthly in advance. In order to protect fellows against fluctuations in exchange, the right is reserved to pay the stipend at a fixed rate in the currency of the country in which the fellow may be located.

Family Allowance

In addition to the stipend, a family allowance, also payable monthly in advance, may be granted to fellows who have dependents for whom they are financially responsible. If desired, the family allowance may be sent direct to the dependent of the fellow. The right is reserved to pay allowance for dependents at a fixed rate in the currency of the country in which the dependent is located.

Travel Expenses

The necessary expenses of major travel are provided. This travel, however, must be specifically authorized in advance, either in

the original fellowship grant or by subsequent action of the officers. Short journeys of only a few hours or entailing little expense should be paid for by the fellow from his stipend. The cost of travel of a fellow's dependents is not provided.

In general, it is the policy to send a fellow for whom travel has been authorized, a flat allowance to cover all necessary traveling expenses of himself to the place of study, including an allowance toward the first two days' hotel expenses. No accounting is required unless specifically requested when payment is made. The New York or the Paris office will purchase steamship tickets to be forwarded to the fellow with an allowance for incidental travel expenses. If a flat allowance is not feasible, funds will be advanced, together with an expense book, and an accounting must be rendered.

The following are considered legitimate items of travel expense:

1. Railroad or steamship fare by the shortest practicable route for the journey authorized.
2. Steamship or sleeping-car berth when travel by night is necessary.

3. Cost of passports and visas, and other official charges, except custom duties.

4. Meals en route and hotel expenses in case a stop-over is necessary. Receipts for hotel bills must accompany expense accounts.

5. Taxicab hire in case of necessity. Street cars or buses should be used when practicable.

6. Tips, to a reasonable amount and commensurate with existing customs.

7. A reasonable charge for room and meals will be allowed during the first two days after arrival at each place of study. This applies to brief visits of observation only when they are previously authorized by the Foundation or the Board.

8. Cost of transferring and checking, but not insuring, necessary luggage. No responsibility can be assumed for any loss of or damage to a fellow's luggage.

In the United States, railroad tickets provide for the free transportation of 150 pounds of luggage in the baggage cars; when traveling in the United States, therefore, a fellow should endeavor to keep heavy luggage within this limit. All necessary hand luggage may be taken into the passenger cars without charge.

Heavy luggage should, if possible, be transferred by taxicab from hotel to railroad station and vice versa, and also from hotel to lodging place.

The fellow will not be reimbursed for expenses incurred because of unnecessary delays in travel or for travel by devious routes nor for expenses incurred during a journey not specifically authorized in advance.

Items of personal expense, such as repair and pressing of clothing, barber fees, refreshments, entertainment of self or friends, books, and donations to charities, are not chargeable.

In general, it should be understood that while it is anticipated that fellows will travel in comfort, unnecessary luxury is not authorized. Thus fellows are expected to conform approximately to the standards of living and travel prevailing among the professional classes in the countries visited. In continental Europe, second class railroad accommodations are authorized.

Tuition and Laboratory Fees

A separate allowance is made for regular university and laboratory research fees if the

need for such an allowance is indicated. Payment, preferably, is made directly to the institution upon its submission of the proper vouchers. For courses other than those authorized at the time the fellowship is awarded, fees will be paid only upon prior approval. Special fees for obtaining academic degrees or diplomas will not ordinarily be paid.

Scientific Equipment

If necessary, a limited sum may be allocated in the experimental sciences for the purchase of scientific apparatus and supplies required in addition to those provided through regular research or tuition fees. In order to secure this allowance, the fellow or the professor in charge of his work must make definite arrangements with the fellowship adviser in advance of any expenditure. An allowance having been agreed upon, payment will be made upon submission of detailed vouchers which have been approved by the professor supervising the fellow's work.

Medical and Dental Charges

All ordinary medical and dental fees should be paid by the fellow from his stipend or

other personal funds. Prior to appointment each fellow is required to undergo a thorough medical and dental examination, which is reported on a form which will be supplied. It is assumed, therefore, that each fellow, before beginning his fellowship, has received such attention as has been recommended by the examiner.

Only in emergency cases, especially where hospital care or prolonged medical treatment due to serious illness may be necessary, can a contribution be made toward the cost. It is most important that the Foundation or the Board be consulted before the fellow undertakes extensive treatments involving considerable expense, unless, of course, he is prepared to meet all expenses personally. Each case will be considered on its merits, due regard being given to the personal factors involved.

Incidentals

The cost of text books, laboratory garments, and incidental supplies is not chargeable. The stipend is considered sufficient to cover these items.

REGULATIONS**Residence**

A fellow is expected to remain in a designated institution or study center until he is specifically authorized in advance to change to another. Proper authorization must be obtained from the officer of The Rockefeller Foundation or the General Education Board charged with the supervision of his work.

It is important that the fellow send prompt notification of any change of address in order to avoid delay in the receipt of his monthly stipend check. All fellows studying in Europe should address communications to the Paris office of The Rockefeller Foundation. Fellows studying in Canada or in the United States should address the New York Office.

Program of Study

Each fellow, on accepting his appointment, must agree to devote his full time, during the period of the fellowship, to the program of study submitted with his application or as subsequently amended in consultation with the officer of the Foundation or the Board charged with the supervision of his work. He is expected to maintain close contact in

all fellowship matters with that officer. Approval should be secured in advance in case the fellow desires to change his subject of study.

Fellows Passing Through Paris

Fellows passing through Paris will be expected to stay at the Hotel Terminus, Gare Saint Lazare, unless they notify the Paris office in advance that they have made other arrangements. (Fellows should be careful not to confuse this hotel with hotels of the same name at other stations.)

Congresses and Meetings

Fellows who wish to attend conferences or scientific meetings are expected to do so at their own expense. Exceptions may be made in extraordinary cases, but then only when approval has been secured in advance.

Lecturing or Teaching Engagements

Fellows may during the academic year give a portion of their time to teaching of educational value to themselves. They may associate graduate students with their researches, but they may not engage in work,

including lectures, for remuneration during the term of appointment.

Fellows are requested not to deliver public addresses or lectures during the tenure of their fellowships. Exceptions may be made, however, in the case of university or scientific groups where the speaker is ordinarily protected from undue publicity.

Fellows are not expected to give any interviews concerning their activities to representatives of the press.

Extensions and Renewals

Requests for short extensions or renewals of fellowships will be considered only in cases where the desirability of such action is clearly indicated. Such requests should be received at least three months before the expiration of the first appointment and should be approved by the original proposer and sponsored by the person or persons under whom the fellowship work is being done. The fellow should submit at the same time a report of his fellowship activities to date, together with a detailed statement of the research program proposed for the additional period.

Foundation fellows studying in Europe

should send their requests for extension or renewal of their fellowships to the Paris office of the Foundation. Foundation fellows studying in Canada or in the United States and all fellows of the General Education Board should apply to the New York office.

Publications

Fellows in the medical sciences and the natural sciences are expected to make available to the public without restriction the results of investigations carried on during the fellowship period. If these results appear in printed form, three copies should be sent to the Foundation or the Board. In the case of fellows in the social sciences and the humanities, if publications result from research undertaken during the fellowship period, one copy should be submitted.

Neither the Foundation nor the Board expects fellows to include in their publications any acknowledgment or statement of appreciation for the part either may have had in facilitating their work.

Reports

Each fellow is expected to submit at the expiration of his fellowship a detailed state-

ment of his activities as a fellow. The report should be typewritten and in duplicate and should be accompanied by a short abstract (not more than one typewritten page) of the detailed statement.

Withdrawal of Fellowship

The Foundation and the Board reserve the right to withdraw a fellowship and terminate payment in case of conduct that is, in the opinion of the officers, unbecoming to the holder of a fellowship.

Stationery—Visiting Cards

It is requested that fellows refrain from using the name of the Foundation or the Board or any of their agents on visiting cards or personal stationery.

Mailing Address

Fellows may use either the New York or Paris office as a forwarding address.

Special Information for Foreign Fellows Appointed to Study in the United States

As soon as a fellowship for study in the United States has been accepted, the officers will send the recipient an official notification,

together with the documents necessary to enable him to obtain an American visa.

Attention is particularly called to the following provision in the immigration regulations of the United States:

Any immigrant student admitted to the United States as a non-quota immigrant under the provisions of subdivision (e) of section 4 of the Immigration Act, of 1924, as amended, . . . who accepts employment except as authorized, or who fails to provide himself with a passport or document in the nature of a passport acceptable under consular regulations, which will permit his voluntary departure to his own or some other country, or who fails or refuses to so depart, shall be deemed to have abandoned his status as an immigrant student and shall, upon warrant of the Secretary of Labor, be taken into custody and deported.

Transatlantic steamship reservations for fellows going to or from America are ordinarily purchased by the Paris or the New York office, as the case may be. Every fellow is therefore advised to notify the office in question as early as possible of the date on which he will arrive at his destination.

Each fellow will be met upon arrival in New York by a representative who will assist him through the customs. In the exceptional case when passage has been arranged

by the fellow instead of the Paris office, the fellow should give notice, in advance, of the ship by which he expects to arrive and the approximate date of its docking.

In coming into the United States it is well to remember that customs duty is charged on all household goods. Microscopes and scientific instruments should not be included in a fellow's luggage, since a very high duty is charged on such articles and the Foundation is not prepared to pay these costs. A few books may be brought in, but in general even this should be avoided. All the instruments and books needed can be procured in the United States and probably at the place where work is to be done. Luggage should be limited to personal effects and wearing apparel.

Upon arrival in the United States, the fellow should not cable home at the expense of the Foundation. The New York office will send a cable announcing his arrival.

If for any reason the fellow should not be met upon arrival in New York, he should go as soon as possible to the Hotel New Weston, Madison Avenue at 50th Street. He should communicate with the New York of-

fice (telephone: COLUMBUS 5-8100) as soon as practicable after his arrival at the hotel.

Each fellow should bring with him to the United States the official letter of notification of his fellowship appointment. This letter may be necessary to facilitate his entrance into the country. He should also bring other official evidence of his professional status.



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