

Kellogg Institute Faculty Fellows Frequently Asked Questions for the Fall Semester 2020

Kellogg Institute Public Events

Will Kellogg host events during the Fall 2020 semester?

Yes, Kellogg Institute public lectures, work-in-progress seminars, conferences, workshops, specialty series lectures, working group meetings, and other events will continue. Please check the Kellogg calendar for frequent updates.

How can I participate in Kellogg events?

Kellogg will host virtual and hybrid (a format that is both in-person and virtual) events following the guidelines of the University's gathering policy. Registration will be required for all events to allow for contact tracing. Prior to the event, the Institute will share specific information on how to participate, including registration details, based on the most up-to-date health and safety standards.

How can I recommend a speaker or event that would be of interest to me?

The Institute welcomes your suggestions of ways we can continue to build our intellectual community through opportunities for faculty, visiting fellows, graduate students, and undergraduates to interact with one other and outside scholars and practitioners in ways that contribute to our common enterprise. To nominate a speaker(s) for the Kellogg Lecture Series or to volunteer to present your own work, please [click here](#).

Kellogg Institute Visiting Fellows and Guest Scholars

Will the Institute host Visiting Fellows for the 2020-21 academic year?

Yes, Visiting Fellows will live in residence in the Hesburgh Center Apartments for the 2021-21 academic year and will continue to be active members of the Kellogg community. All fellows will arrive to campus by August 17, 2020.

General Guidelines for Kellogg Grants and Other Funded Projects This Year

Are there any restrictions on my currently active academic year Kellogg Institute grant?

Yes. All active Kellogg Grants, including those awarded during or prior to the 2019-2020 academic year, are subject to the current policies and guidelines of the University of Notre Dame and the Keough School of Global Studies. These policies and guidelines have been implemented by the University in response to health and safety concerns caused by the coronavirus and its financial effects. Included in these guidelines and policies are restrictions on travel, the hiring of students, research assistants, and staff, and other expenditures.

How long will these restrictions and guidelines be in effect?

Unless specified otherwise, policies and guidelines apply to any expense incurred after April 1, 2020. Generally, these policies and guidelines will remain in effect during the 2020-2021 fiscal year and/or up until the University revises or ends these policies. In some cases, policies may currently be focused on specific periods of time such as the fall 2020 semester due to health and safety concerns, with the possibility of extension or revision if necessary. All members of the Kellogg community are advised to consult University policy and guideline information (available online at <https://here.nd.edu/>) and/or to direct particular questions to Kellogg staff.

Do these restrictions and guidelines affect only my Kellogg grants?

No. University and Keough School measures and guidelines are applicable to all expenditures charged to University funds, regardless of the source of funding (endowment income, gifts, unrestricted funds, etc.).

What should I do if I received a Kellogg grant but cannot use it in the manner as was approved in my award letter because of current social distancing, travel restrictions, or other changes caused by the coronavirus?

Faculty with an active Kellogg Research Grant, Academic Conference/Workshop Grant, Travel to Scholarly Conference Grant, Academic and Cultural Event Grant, and Project in the Arts Grant are eligible for a no-cost extension. Requests for a no-cost extension and related questions should be directed to Kellogg Gifts and Grants Project Manager Guadalupe Gomez (ggomez1@nd.edu). Please include with your request the revised timeline and any other proposed revisions to the grant agreement.

Can I still submit a grant for Kellogg funding during the 2020-2021 academic year, even with the current guidelines and restrictions due to the coronavirus?

Yes. Kellogg will maintain three Faculty Grant application deadlines for the coming year: September 14, 2020, January 25, 2021, and April 12, 2021. We encourage grant applicants to approach their application proposals creatively and innovatively with regard to means of carrying out research in an international context, and Kellogg staff are available to discuss proposals in development. Questions about the application for new Kellogg grants should be directed to Guadalupe Gomez (ggomez1@nd.edu).

Use of Kellogg Institute Grants for Travel, Student Assistants, and Conferences

Has the coronavirus caused any restrictions on my use of Kellogg grant funding for research travel?

Yes, the University's policies permit only "essential" travel during the fall 2020 semester . These restrictions have been imposed as part of the University's effort to minimize the spread of the coronavirus, to reduce new sources of the infection, and to safeguard the health and wellbeing of the entire Notre Dame community.

The University's travel guidelines and policies are applicable to all active Kellogg grants, regardless of when the grants were originally awarded. Because of the current University and governmental travel restrictions and the uncertainties of future travel, faculty are encouraged to consider alternatives to field research and data collection whenever possible (i.e., electronic data collection, virtual interviews, third-party enumerators, etc.) and to coordinate with Kellogg staff to update research timelines and other grant terms, as needed. Unless considered "essential" and approved for exception by the appropriate deans and the Office of the Provost, Kellogg is unable to fund Kellogg grant-funded field research through December 2020 and until such research travel is permissible under University travel policies.

Is there any way that I can travel with my Kellogg grant?

Because only "essential" University-related travel will be permitted, individuals must first obtain permission from the appropriate Dean of their college or Vice-President. Requests for such travel should follow the applicable requirements for their home college or school. In most cases, this will include an explanation of why the travel is essential, the dates, destinations, transportation plans and lodging involved in the trip, as well as the steps that will be taken to maximize physical distancing and to adhere to CDC guidelines and local health recommendations at the destination. Individuals should contact their home college or school for details on how to proceed. Once a request for exception has been submitted and approval for the research travel has been received from the individual's home college or school, they should contact Guadalupe Gomez (ggomez1@nd.edu) at the Kellogg Institute for coordination of their request through the Keough School and, if approved, on to the Office of the Provost.

How will I know if my University-related travel is considered as "essential"?

Approval for travel is based upon: (1) an assessment of the need for the requested travel during the semester instead of at some later time; (2) the immediate importance of the requested travel to the University's core mission of teaching and research; and (3) the potential long-term consequences to the University of not undertaking the requested travel during the semester. All approved travel must be booked through TravelND or Anthony Travel. The University will not pay for, or reimburse expenses for, University-related travel that does not comply with these procedures.

If my travel is deemed “essential” and I am approved for travel by my dean or vice-president, is there anything I must do when I return to campus, after my University-approved travel?

Yes. Before returning to campus after your approved travel, you are required to contact the Wellness Center to determine whether any measures may be required to help safeguard the campus community. Please be aware that depending on the nature of any approved travel, there could be testing or quarantine requirements either upon arrival at the destination or upon return, depending on the status of the pandemic at the time of travel.

What about non University-related (i.e., personal) travel away from campus?

Because of the need to provide for a safe campus work environment for all, the University expects that students, faculty and staff will avoid personal travel away from campus, their homes, or the local area during the fall 2020 semester except under exceptional circumstances (e.g., sick family member). Again, this expectation is based on the need to work together for the safety of the entire community. University Health Services and the Wellness Center are available resources for those who must make a personal trip and wish to discuss whether further measures are required before returning to campus.

May I use my Kellogg grant for travel to a scholarly conference?

Only approved, “essential” University-sponsored travel is permitted during the fall 2020 semester. Kellogg awards cannot support faculty travel under these restrictions. Faculty with an existing award may propose to use the funds to participate virtually if associated costs (e.g., registration) were included in the original proposal. Future proposals may request support for virtual conference participation during fall 2020 and for virtual and in-person participation from January 2021 onward, depending on university guidelines and the logistics of scholarly conferences held during the Christmas holiday break and spring 2021 semester.

My Kellogg faculty research grant included funding for a student research assistant. Under current University spending guidelines, can I hire a student research assistant with these funds, according to the terms in my Kellogg Institute research grant award letter?

Faculty may engage graduate or undergraduate student research assistants whose employment was approved in the award of an active Kellogg faculty research grant. For related questions and/or to initiate the hiring process, faculty should contact Kellogg Gifts and Grants Project Manager Guadalupe Gomez (ggomez1@nd.edu).

Can I propose to hire student research assistants when submitting a grant for Kellogg funding during the 2020-2021 academic year?

Yes, University policy allows for the hiring of undergraduate and graduate student research assistants. Faculty research grant proposals should detail the specific nature of the student’s involvement in and contribution to the research, as well as the proposed number of hours the student will be asked to work and the hourly rate of pay. In certain cases, Kellogg International Scholars may also be available to support faculty research. Faculty should contact Holly Rivers, Associate Director (hrivers@nd.edu) to explore possibilities for engaging international scholars.

I have received a Kellogg Institute Faculty Conference Grant. With University restrictions on food at events, travel, and other related costs, how do I plan for my academic conference?

Faculty with existing conference grants should contact Kellogg Events Program Manager Therese Hanlon (Therese.Hanlon@nd.edu). Conferences currently scheduled for the fall 2020 semester may not include external guests' travel to campus, and you will need to consider the possibility of a virtual conference if it must be held in the fall 2020 semester. The Kellogg Institute has been developing alternatives to in-person events including hybrid (virtual and in-person) and virtual-only events for the fall 2020 semester. Kellogg staff can work with faculty conference grant recipients to determine whether certain events may be rescheduled to a later date, either during the spring 2021 semester to later. The Institute will consider future proposals for virtual, hybrid, and in-person events as may be necessary and in compliance with existing University travel and social distancing guidelines.

I have been participating in a Kellogg Institute working group, research cluster, and a policy and practice research lab for several years. Are there any restrictions for expenditures related to research and events in these ongoing research projects?

Several University guidelines will be applicable to Kellogg working groups, research clusters, and policy and practice research labs. These include a prohibition on food expenditures for any meetings or other events associated with these projects. Invited guest scholars who may be serving as guest speakers or interlocutors may participate only via virtual means for the Fall 2020 semester. Additional restrictions may also apply. Leadership from the clusters and labs should direct their questions to Beth Hlabse (beth.hlabse@nd.edu).

Working Groups may continue to convene in a hybrid or virtual format. Following university guidelines, the Institute will manage the reservation of Hesburgh Center spaces and some Jenkins Nanovic Hall spaces available for in-person events. We ask that working groups coordinate with Kellogg Events Program Manager Therese Hanlon (Therese.Hanlon@nd.edu) for room reservations and for registration of in-person attendees to ensure that the location suits the group's needs and University social distancing requirements.

What if I have questions about other aspects of the University's response to the coronavirus?

The University of Notre Dame has prepared a comprehensive site containing updated policies and protocols on a range of campus-wide activities, needs, and financial and other operations. This site is available at [here.nd.edu](https://www.nd.edu/~kellogg).