

Planning and Budget Committee Requests: Department of French and Italian

The Department has a limited amount of funds available to faculty and graduate students for events or other expenses that directly serve the interests of FRIT faculty and students. Faculty and graduate students may submit requests at any time, but the PBC considers requests twice per academic year. Submissions sent by September 5 each year for expenditures in fall or spring term will be considered in early September, and submissions sent by December 5 for expenditures in spring term or in the following fall term (next fiscal year) will be considered in early December. Requests submitted after December 5 will be considered on an ad hoc basis, but funds may no longer be available. Requests submitted after September 5 will be held until December 5.

Requests should be sent via email to the Department Chair, ex officio Chair of the PBC. Requests must include a short description of the event or reason for the request, a short description of how the expenditure would benefit FRIT students or faculty (if not obvious), and an estimated budget with estimated or secured contributions from other units or sources. FRIT will not fund events that are not open to any FRIT student or faculty member free of charge. Any unused funds must be returned to the Department.

For events funded by FRIT, the Department's name as cosponsor or sponsor must be indicated on publicity, and the event must be advertised to appropriate members of FRIT.

Please note that graduate conference travel requests are separate from this process. For more information on this application cycle, see <https://www.frenchanditalian.pitt.edu/resources>