



"Travel and change of place impart new vigor to the mind."

Seneca

Dear colleagues,

October is one of the busiest months in the academic conference calendars no matter what the field of research is. And it's the perfect time to start planning one's research travel schedule for the forthcoming year as well. That is why we have decided to devote this issue to the topic of research travel support and assistance at HSE.

The main article will tell you about the research travel grants provided to internationally recruited tenure-track staff and post-doctoral fellows under the HSE Center for Advanced Studies (CAS). These grants are aimed at stimulating the engagement in research activities and professional meetings, thus enabling the internationally recruited academics produce and publish world class research papers.

The interview with Dr. Ekim Arbatli, an Assistant Professor at the Faculty of Politics and a Research Fellow at the Centre for Advanced Studies continues our series. Being an internationally recruited academic herself and having due to the field of her research a very intense travel schedule, Dr. Arbatli has kindly shared her experience with "the Look".

We can also congratulate our new internationally recruited colleagues on their first month worked at HSE. To welcome them and help them get acquainted with others a Ph.D. Pizza Party Mixer was held under the auspices of CAS on October, 2nd. This event provides the opportunity for internationally recruited academics not only to meet and share experience and expertise on life at HSE and Russia, but also creates the atmosphere for cross-disciplinary collaboration, advice and even friendship.

Welcome aboard and have great research trips!

Yulia Grinkevich
Director for International Academic Integration

Research Travel Grants

The Center for Advanced Studies (CAS) aims to hire academics with PhDs from international research universities in order to raise the academic standards of research at HSE whose goal is to become an internationally recognized university. In addition to international recruitment activities CAS provides expertise in the evaluation of requests for travel grants, research support, individual research grants and performance reviews of tenure-track international academics.

What are Research Travel Grants?

Travel support is provided in form of grants available to tenure-track and tenured academic staff hired under international contract to cover all or part of the costs of travel necessary to enable the staff member to produce and publish world class research. The grants are provided in recognition of the crucial role that collaboration and feedback from colleagues in other major academic centers can play in making original contributions to respective disciplines.

Who is eligible?

Eligible are full-time tenured and tenure-track faculty members who are under international contracts.

What's the purpose of providing such support?

This type of travel grant is offered to encourage production of internationally recognized research by HSE faculty members with a view to promoting the goals of internationalization of HSE. The expected outcome is a publication of research in top peer-reviewed international academic journals and international university presses with an indication of affiliation with HSE.

What activities are covered by this type of support?

In practice the funds can be used flexibly for participation in international conferences where the academic is presenting his/her research, as well as for seminars and projects that require international travel for collaboration with co-authors on articles, books or other joint research.

What's the amount of travel support available?

Normally the amount of 150,000 rubles is available to each internationally recruited academic per calendar year. It can be used to cover all or part of the costs of registration fees, lodging and accommodation, air travel, visas, etc.

Within the policy framework to ensure that research support is targeted toward concrete results, an academic has a certain amount of discretion in using the available funds. CAS recognizes that sometimes there are special needs connected to research-related travel. We are willing to consider justified requests for higher amounts. Please keep in mind that CAS support for all research-related travel implies presenting a paper or project at an academic event of significant importance to the academic's field of specialization. It is suggested that if you would like to extend your CAS-administered travel grant money, we encourage you to use additional resources, such as external grants and host financing, as well as self-financing of the portions of the trips.

Who makes the decision on providing travel grants?

All applications for travel grants are considered and approved by consensus of an Expert Group which consists of CAS Director Martin Gilman, Vice-Rectors Konstantin Sonin and Maria Yudkevich and a Department Dean. The Expert Group members may ask for clarification from an academic, but would normally provide their decision within 5 business days from the date of submission of the application. The organizational procedure is carried out by CAS Deputy Director for Administrative Affairs Marina Medvedeva who processes the application and assists with the logistics of the trip.

How does it work?

The funds are available in the form of a reimbursement when an applicant covers all the costs associated with the trip from personal funds and then later presents CAS with receipts and invoices to validate the relevant expense. However, there's also a direct payment option when CAS takes care of all logistics and pays directly to the provider of the service, such as hotel or air ticket. Naturally, such an option would be much more expensive for organizing your business trips as CAS uses external travel agency contracted by HSE. So it is more beneficial to book flights and make hotels reservations without seeking CAS assistance. It would help stretch the available funds in time and get more value out of this form of support. Clearly, upon presentation of a valid proof of expenses, an applicant will be fully reimbursed for all business-trip associated costs within the approved grant amount. All travel grants application forms and procedure regulations are available at CAS webpage and can be downloaded from here: <http://cas.hse.ru/programs>.

What's the application procedure?

Requests for travel grants should normally be made no less than 30 days prior to your trip if you plan to attend an academic affair abroad to present a paper or attend an annual meeting of your professional association. We recognize that inevitably there are situations where invitations to present papers at high level conferences are received at almost the last minute. We will do our best to accommodate all requests

for travel grant support including those with close deadlines. Academics who need visas or special support documentation are encouraged to be proactive and follow up with CAS and other services to ensure the timely processing of the applications.

What documentation must be submitted with my application?

All travel with CAS financing requires certain paperwork. In order to participate in a conference, training session or a workshop abroad or in Russia an applicant has to present the following:

- an invitation or notification from the organizing committee, university or research center stating that a paper submitted by an applicant has been accepted and included in the agenda (including the author's name, the paper's title and type as well as author's affiliations);
- the academic agenda of the event;
- information on the event and the host organization with valid link to related websites.

For travel to international universities and research centers to work with co-authors, an invitation from a foreign researcher/co-author should also be submitted with the travel grant application. Under the law of Russian Federation, most of work-related travel must be formalized as business trips. However, sometimes there are cases when other options are available. For example, a short-term sabbatical would work for those who need to take a research-related trip which doesn't involve presenting a paper at a conference, is not accompanied by any invitations, and thus is not eligible for CAS administered travel grant. Further details about short-term sabbaticals and info-scheme find in the second issue of the HSE Look. All the issues can be downloaded here: <http://iai.hse.ru/shesgotthelook>

Who can help with filling out travel grant applications and relevant paperwork?

Despite the fact that the travel grants are distributed through CAS, an applicant's department (via an assigned coordinator) would be responsible for providing additional administrative support. Please contact your faculty coordinator if you need assistance with:

- facilitation of the application submission;
- preparation and coordination of a travel assignment ToR's (terms of reference);
- preparation and coordination of all the papers required by HR office to issue an official travel assignment order;
- preparation and coordination of all financial and accounting documentation at the end of the travel assignment.

How shall I account for my trip?

Within 10 days upon the completion of your trip, an academic travel assignment report should be submitted to CAS.

It is filled out if you traveled abroad for academic purposes and must contain a copy of your paper or presentation in the attachment. For further information apply to CAS Deputy Director for Administrative Affairs Marina Medvedeva.

Can travel support be used to cover other costs?

Travel grants also can be used to sponsor visits of international scholars and researchers. However, for that purpose it's best to apply through the procedures established in the international department using the application at <http://ir.hse.ru/finance>.

Is there any additional support available?

Additional support of 50 000 rubles per calendar year is also available to international hires under international contracts. It could be used to pay for registration fees, submission fees, subscription to various research materials, purchase of literature needed for teaching and research purposes, purchase of special software or payments for rendered services including hiring a research assistant. Additional information is available at CAS webpage (<http://cas.hse.ru/>) or through CAS Deputy Director for Administrative Affairs Marina Medvedeva.

Research trips for post-docs

The amount of 60,000 rubles is available to each post-doctoral fellows per calendar year. It can be used to cover all or part of the costs of registration fees, lodging and accommodations, air travel, visas. All applications for travel grants are considered and approved by their immediate supervisors.

Text by CAS

CAS official website: <http://cas.hse.ru/>

Here I Get a Lot of Help

Ekim Arbatli is an Assistant Professor at the Faculty of Politics and a Research Fellow at the Centre for Advanced Studies since 2011.

We'd like to thank Ekim who kindly shared her experience with the HSE Look.

Why did you accept the tenure-track position at the HSE?

I'm originally Turkish but for multiple reasons I was in the USA for six years during my PhD, so eventually I wanted to be back to the continent. The most important thing was that my dissertation was on Russia and I did some field work here in Moscow and I loved this city. My dissertation was on oil politics and resource nationalism in Russia and Venezuela. I was doing interviews with the HSE and NES professors on

Russian natural resource policy. I thought I would have better connections if I work here.

How long did it take you to feel comfortable in Moscow?

I've been in Moscow many times and I lived here for a while, so for me it was much easier to get myself comfortable here. But for the first-comer I guess it would take about six months to settle down. Things like finding an apartment, or even learning the alphabet, can take time. So, there are some challenges in the beginning.

You've been here for a year.

What have you achieved during this period?

I have a lot time for research here. My teaching is very light compared with other universities where I could have a tenure-track position. In the HSE it's a module system. Last year I was teaching two courses, this year only one so I have a lot of free time for my research. That was the key reason why I accepted this offer. Also, I like my students a lot. It's a great experience. Now I have two big projects going on at the same time. I'm trying to make my dissertation on resource nationalism into a book. That project takes most of my time. Secondly, I've started a joint project with some colleagues, comparing the June 2013 social movements in Turkey and Brazil. We applied for a grant to write a comparative analysis on these cases. I'm also working on multiple smaller journal articles. Recently, we got a paper accepted for publication, focusing on the USA media coverage of the Russia-Georgia conflict and how it reflects on relations between Russia and the United States. It was our joint work with my co-author from the USA.

Your work implies a lot of research trips.

Is travelling from the HSE easy?

I do a lot of research trips. I go to conferences and do field interviews. Last year I went to the USA for a conference and to work with my co-author there. This year I'm planning to go to Venezuela to do some field work there for my book. I also had a research trip to Istanbul this summer, so my schedule is quite intense. The ease of travel depends on where you're planning to go. Most of my travels up to now were to Europe, so for me it was quite easy in terms of distance. But if you want to attend the big field conferences in the USA, then travelling becomes harder. I know that there is a lot of paperwork for business trips, but I always get help from the HSE administrative staff. Often I just have to sign the papers, so I haven't really suffered greatly from bureaucracy.

What are benefits and drawbacks of working at the HSE?

The main advantage is that I have a lot of time for research. But at the same time my teaching experience has been extremely positive.

My students are really well-informed about the course material, which is something new for me after working in American universities for six years where I was used to start by explaining very basic concepts.

The students at the HSE seem better prepared, and there is also a general interest in politics which is nice to see. Sometimes it can be really hard to engage your students. Here, I don't really have that problem. Sometimes, the level of English can be troubling. I'm not a native English speaker either, so I can understand people having difficulties trying to explain themselves. They are shy to speak up at times. If they spoke English better, I'm sure they would have more to say. Also, it is hard to get used to the module system. During my first year as I was preparing my syllabus I had to make changes on the go. But after the learning process, now I feel more comfortable. In terms of research issues, I would really like to connect with more colleagues to work with. I don't think there are enough venues where people can meet and talk about their research in English. Having more research seminars and reading groups would be nice.

There are always rooms for improvement. What would you like to improve given the chance?

There can be departmental introduction for all new faculty staff members. It's very important to get the sense of what's going on in the department, and how to do research. For example, it took me a long time to figure out how to use the library and online resources. So the professional introduction for our new colleagues is a good idea. Social events could be more frequent for people to get to know each other. I also think that the organization of Russian language classes for newcomers is an important issue that needs to be settled.

What advice can you give to our new colleagues?

I guess they should ask about how the teaching process and academic calendar is organized from the very beginning. I advise them to meet people in their departments as soon as possible, and not to be too scared about every-day problems. Learning some basic Russian phrases before arriving to the country is a good idea. Also, I recommend the people who do research on Russia to use this opportunity for establishing connections in Moscow.

Annual Ph.D. Pizza-Party Mixer

On October 2nd a Pizza Party for all internationally recruited staff, both tenure-track and post-doctoral fellow, was organized by CAS. This annual tradition started some 5 years ago, just with economists since they were the initial focus of international recruitment at HSE. From the very beginning it was obvious that meeting new colleagues, finding opportunities for collaboration and joint working or just friendly, informal communication was of crucial importance for recently-hired academics in a new country as well as established academics.

Martin Gilman, the Director of the Center for Advanced Studies introduced HSE as an exotic but advantageous place to work. He encouraged new internationally recruited academics to be pro-active in developing their research ideas into the HSE educational system, create new labs, research groups and invite new people to the University. Clearly the Pizza-party on October 2d was a multi-disciplinary success mixing economics, sociology, maths, political science, sociology, history, philosophy, finance, statistics, media, and psychology—so much so that it was hoped that these gatherings could be held more frequently than the leisurely once a year so far.

Seth Bernstein, Research Fellow, the International Center for the History and Sociology of World War II and Its Consequences:

It was nice to get together with so many of the recent hires at HSE. I was surprised by how many of internationally recruited staff works here. It was especially useful to meet faculty who have been at HSE for more than a year now and could give advice about how the university works and what resources are available for research and teaching.

Renira Gambarato, Assistant Professor, Faculty of Media Communications:

As a new member of the academic staff at HSE, I really enjoyed the friendly atmosphere of the informal Pizza-Party. It was a great opportunity to be introduced to other international colleagues and also to be in touch with the administrative staff. I specially appreciated the chance to have contact with both new internationally recruited colleagues and the ones who have been here already for a while. It is never easy to relocate to a new country, to a new culture, so initiatives like that can definitely help us to feel more integrated. Hopefully the next Pizza-Party will come soon!