International Travel Fund Guidelines

Purpose  This fund is established to assist FULL-TIME tenure-track faculty who travel abroad for scholarly presentation and development.

Restrictions
* The fund is available only to full-time faculty members on tenure track and librarians with faculty status. This fund is available only to support travel abroad for scholarly and professional endeavors, which typically include presenting scholarly and creative work, and invited unpaid teaching/conducting master classes/seminars/workshops. Mere attendance at a conference does not qualify for funding.
* The fund is used for travel to an international destination that is a non-US state or territory.
* Up to $1,500 can be approved to be used for international airfare only. If the actual airfare is less than $1,500, the unused amount must be returned.
* Applications for projects concurrently funded by the Sweet Summer Sabbatical, Klein Grant, Beatrice Grant, Major Research Grant, Small Research Grant, and Curriculum Development Grant will not be considered.
* Awards are limited to $1,500 per person per academic year. First-time applicants meeting the award criteria will be given priority.
* A successful applicant must file a report to International Programs no later than 45 days after the event to qualify for subsequent funding.

Award Criteria  The International Education Committee will use the following criteria on which to base their decisions:
* The proposed activity must contribute to the internationalization of campus.
* The scholarly activity must be grounded in the applicant’s area of teaching/research.
* The proposed activity must take place in an international destination.
* The applicant must demonstrate the willingness to report to the campus community on his/her activity through such venues as newsletter, Brown Bag presentations, and other public forums.
* The applicant must include a concise and clear description of the proposed project, which should include the following: a) rationale of the project, b) detailed itinerary, c) detailed budget, which must specify whether proposed activities will be compensated or funded through other Washburn sources, d) an airfare quote from a travel agency, and e) evidence of paper/presentation acceptance or invitation to teach.

Disclaimer
*Applications will be judged based on all the rules and criteria and measured against other competitive applications. Decisions will be made based on overall strength of the proposal, number of applications, and availability of funds. Therefore, funding cannot be guaranteed even if an application meets all the requirements and criteria.
*In general, recipients of this fund are expected to return to work on the university job after the awarded activity. Individuals receiving funding while on academic sabbatical must sign a promissory note to return to the university job for at least one year following the awarded activity.

Procedure
1. The application should be filed before the relevant deadline (to be determined each semester) and it must be typed.
2. Upon receiving the proposal, copies will be distributed to members of the International Education Committee for review at least one week before meeting to vote. The majority is needed to approve the funding request. The director will present the committee’s recommendation to the VPAA for final approval. Then the director will notify the candidate of the decision.
3. The candidate presents invoice and/or receipt (not air ticket) for funding.

Upon signing the application and agreeing to accept International Travel funds, you are agreeing 1) to submit a BRIEF FOLLOW-UP REPORT WITHIN 45 DAYS OF COMPLETION OF THE ACTIVITY to the Office of International Programs indicating how the activity contributed to the internationalization of campus; 2) to report your activity through a public forum such as Brown Bag International Lecture Series. Failure to submit the required report by the deadline will negatively impact the awarding of future grant funds.
International Travel Fund
APPLICATION FORM
http://www.washburn.edu/iip

NAME: 
PHONE: 
Email: 

POSITION/RANK: 
Are you tenured or on a tenure-track position? Yes__ No__

TRAVEL DESTINATION: 
TRAVEL DATES: From 
To 

AMOUNT REQUESTED (Maximum $1,500): $______________

Other funding sources and amount being sought___________________________

Briefly describe the proposed project:

Briefly describe how the proposed project will contribute to the internationalization of the classroom, and therefore, campus. Include plans and strategies.

(continued the next page)
Have you received funds from THIS fund in the last three years? ( ) YES ( ) NO

If yes, Please complete the following:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Dates</th>
<th>Destination/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have you filed a report of your last travel with 45 days after the trip? ( ) YES ( ) NO

Briefly describe the effect of the last trip (e.g. talk, presentation):

REMINDERS:
Did you remember to include a complete budget in this application?
Did you remember to include at least two airfare quotes?
Did you include evidence of paper/presentation acceptance or invitation to teach?

SIGNATURE: DATE:
(By signing this application, I agree to all the terms and conditions related to this fund. I further agree to submit a BRIEF FOLLOW-UP REPORT WITHIN 45 DAYS OF COMPLETION OF THE ACTIVITY to the Office of International Programs.)

CHAIR or DEAN SIGNATURE: DATE:
(By signing this application, I acknowledge and approve the proposed project.)

PROMISSORY NOTE (for those on academic sabbatical while receiving the award)
By signing this section, I promise to return to the university job for at least one year following the awarded activity.

Signature: Date Signed:

OFFICE USE ONLY:
Date Application Received: Date Application Approved:

Amount Approved: Notes:

(Rev. 11/11/-11)