

International Travel Fund Guidelines

Please type and submit the application in PDF format.

Purpose This fund is established to assist **FULL-TIME tenure-track** faculty who travel abroad for scholarly /creative presentations and uncompensated teaching.

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 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 fiscal year (July 1-June 30). 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. Candidate presents invoice and / or receipt (not air ticket) for funding. The invoice or receipt must be submitted before the end of the fiscal year in which the grant was awarded, even if travel will not be completed until the next fiscal year.

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.

**Please type and submit the application in PDF format to
baili.zhang@washburn.edu.**

**International Travel Fund
APPLICATION FORM**

NAME:

PHONE:

Email:

POSITION/RANK:

Are you tenured or on a tenure-track position? Yes__

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 on next page)

