

FACULTY INTERNATIONAL TRAVEL GRANT

The Office of International Studies and Programs has established an international travel grant program in the amount of **\$10,000** for the academic year 2017/2018.

Purpose

The Faculty International Travel Grant (FITG) seeks to support initiatives/activities that contribute to the internationalization of the University and that are consistent with Goal 2 and Strategy 5 of the University's 2013-18 Educating Illinois strategic plan.

Examples of Supported Initiatives/Activities Include

- A. Individual or collaborative scholarly research of an international character or in collaboration with researchers/faculty outside of the United States. Special consideration will be given to those projects whose results would be integrated in or used to develop a course or courses with an international focus.
- B. International travel costs associated with the development of
 - Faculty-led study abroad programs
 - International partnerships with foreign universities

Eligibility

- Tenured and tenure-track faculty regardless of rank. NTT faculty with status.
- U.S permanent residents and U.S. citizens.
- Have not received an FITG grant in the last 3 years.

Awards

- Individual awards will be up to \$2,500
- Eligible travel expenses include airfare, lodging, and per diem
- Faculty salary or stipends are not eligible expenses under this grant
- All ISU travel policies apply, including export control regulations

Application

- One page that includes personal and general travel data (name, tenure status, department, proposed location and travel dates, and a list of the supporting documentation to be included in proposal)
- Cover letter
- Technical proposal not to exceed 5 pages that includes:
 - Brief (150 Word limit) project summary/abstract
 - Description of the initiative or activity, specifically addressing how the initiative/activity will contribute to the achievement of Goal 2 and Strategy 5 of the 2013-18 Educating Illinois strategic plan
 - Description of the sustainability of the initiative/activity beyond the life of the grant
 - Itemized budget and budget narrative
- Letter of endorsement from Department Chair or School Director
- Short CV not to exceed 2 pages that includes information most relevant to the proposal



Deadlines

- Submission – Grant proposals are due April 21, 2017. To submit, please send an electronic copy in PDF format to Dr. Luis Canales, Director, at lacanal@ilstu.edu.
- Notification – Award notifications will be sent by May 1, 2017.
- Completion of activity should occur within 1 academic year of award. An extension may be granted with reasonable justifications.
- Final report – A brief summary of project outcomes (1-2 pages) is due to the Director of the Office of International Studies and Programs within 45 days of completion of the project for all grant awardees.

Selection Process and Criteria

A committee made up of members of OISP and the International Studies Advisory Council (ISAC) will review applications and make recommendations for awards. Committee members will not judge awards from their own department/school. Evaluation criteria include the following:

- *Cover Letter*: Provides a clear overview of the initiative/activity; summarizes the project's contribution to the internationalization of the University; identifies the need for the funds to accomplish the project; and describes the sustainability of the project beyond the life of the grant.
- *Narrative*: Clarity of purpose; clear outcomes; centrality to Goal 2 and Strategy 5 of the 2013-18 Educating Illinois strategic plan; appropriate project timeline; and plan for the sustainability of the project.
- *Itemized Budget/Budget Narrative*: Clear, accurate, and complete; explicit link between initiative/activity goals and budget; description of other sources that will be used to support the project (if applicable).
- *Letter of Support from Chair/Director*: Letter notes the importance of project for the department/school and/or the professional development of the faculty.
- 2-page CV of Applicant: Includes information most relevant to the proposal.

Outcomes Report

- Reception and review of report by FITG committee. A 1 to 2 page outcomes report is due to the Director of OISP within 45 days of the return from the event/activity requiring travel. The report should summarize the activities completed and provide primary outcomes achieved by the grant award.
- If requested, a willingness to present information about the funded project to university-wide audience during International Education Week or another university-sponsored international-themed event.
- Publication of a summary of the project and outcomes in OISP website (or other ISU media venue-if requested by the OISP Director).