

Proposed Changes to Foreign Travel Grant Program

FDAR, 3-9-06

6.8.8. Foreign Travel Grant Program

Financial support for university-related travel to foreign countries, ~~but not including Canada and Mexico~~, in some instances, may be obtained through the foreign travel grant program. Because funds in this program are limited, grants are awarded on a competitive basis and for no more than 75% of the least expensive round trip air fare between Des Moines and the individual's destination.

6.8.8.1. Eligibility.

All faculty may apply for foreign travel grants. Junior faculty who have an opportunity to participate in an international activity that is in the purview of the Foreign Travel Grant Program are encouraged to apply.

6.8.8.2. Categories of Foreign Travel.

Although foreign travel may be undertaken for a number of reasons, most foreign travel requests involve one or more of the following categories:

- long-term research projects in a foreign location
- shorter-duration research or collaborative efforts, often involving several related activities such as lecturing, graduate student recruiting, fund-raising, etc.
- presentations at foreign conferences
- faculty exchanges

6.8.8.3. Application and Review.

Information and application forms are available from the Faculty Senate website:
<http://www.facsen.iastate.edu/documents/facultyawards/ftg.html>.

Applications are reviewed and grants are awarded three times a year by the Faculty Senate Committee on Professional Development, and administered by IES.

IOWA STATE UNIVERSITY

FOREIGN TRAVEL GRANT APPLICATION RULES & GUIDELINES

1. Members of the budgeted staff with faculty rank are eligible for foreign travel grants. The *ISU Faculty Handbook* (latest edition) has the official rules.
2. Travel to and from one location per grant request is allowed.
3. ~~Travel to Canada or Mexico is not eligible for support by this program.~~ Group applications will not be considered except in extraordinary circumstances in which the foreign activity is clearly a group activity.
4. Application Procedures:

- a. Normally an application should be submitted before travel. Applications should be submitted to your Chair for fall review if travel will occur during fall or spring semester, for spring review if travel is planned during spring or summer and for late spring review if travel is planned during summer or fall.
- b. If your request was not funded, you may reapply if the timing is appropriate.
- c. If a faculty member becomes aware of a travel opportunity after the previous review and if travel would occur before the next review, an application may be submitted after travel has occurred. Documentation of the chronology that prevented the applicant from meeting the previous review deadline must be included with the application. If the application is not funded, reapplication is not permitted.
- d. Junior faculty who have an opportunity to participate in an international activity that is in the purview of the Foreign Travel Grant program are encouraged to apply.
- e. Applications from faculty who are leading student study or tour groups are not reviewed by this committee.
- f. ~~Normally, there~~ there must be a two year interval between trips funded by this program.
- g. For FY 2005-2006 applications must be in the Faculty Senate Office according to this schedule.

Travel Starting Date

Due Date

16 August 2005 - 13 May 2006
 17 January 2006 - 15 August 2006
 16 May 2006 - 16 January 2007

7 October 2005
 27 January 2006
 7 April 2006

Colleges will set individual deadlines to meet their own review needs.

- 5. Application forms are available through the Dean's office, from the College representative to the Faculty Senate Committee on Recognition and Development, or from the Faculty Senate homepage (<http://www.facsen.iastate.edu/>). Only application forms with the revision date of 7/05 should be used.
- 6. Awards will be 75% of the lowest appropriate round trip fares quoted by one of the two ISU Official Travel Agents, obtained by International Education Services. Applicants should not request fares.
- 7. The committee will evaluate the proposal and the supporting information suggested below in items 7 and 8. For this reason, a CV is no longer required. Please do not submit it. (Exception: LAS requires a CV for college action, but the CV is not forwarded to the university committee.)
- 8. Copies of letters of invitation to speak, perform, lecture, comment, etc., and of acceptance(s) of paper(s), should be attached. Include translations of any foreign language materials. The papers themselves are not needed.
- 9. Include any other relevant material pertaining to the conference, workshop, performance site, organization, association, etc., that may assist the Faculty Senate Committee on Recognition and Development in determining the significance of the proposed travel.
- 10. Applicants who have had previous FTGs are asked to describe briefly what benefits accrued as a result of the grant.

IOWA STATE UNIVERSITY

FOREIGN TRAVEL GRANT APPLICATION*

Name _____ Date _____

Academic Rank _____ Base _____

Ranking Dept. _____ Ranking College _____

Secondary Dept. _____ Secondary College _____

Campus Address _____

List all previous ISU Foreign Travel Grants. None _____

If received, list month/year _____

Have you sought other funds to support this trip? _____

No _____ Yes _____ Where _____

How much _____ Status _____

How much for travel _____ Status _____

Principal Destination City and Country _____

Approximate Dates of Departure & Return

What is the purpose of your travel? Fill in appropriate categories below:

Presenting invited _____ or contributed _____ paper(s) at meeting organized by:

_____ (Attach a copy of the letter of acceptance(s) of your paper(s).)

Member of technical or organizing committee _____ Consulting _____ Research _____

Faculty Improvement Leave _____ Lecture or Artistic Performance _____

Other _____

Attach a proposal of one to three pages that describes how this travel will enhance your teaching, research, and/or outreach/extension responsibilities at ISU and how it will benefit the department, college, and the university. If you have had previous FTGs, please include a very brief description of the benefits accrued as a result of that grant. Please do not attach CVs. (Exception: The College of LAS requires CVs, but CVs are not forwarded to the University Committee.)

Awards will be 75% of lowest appropriate air fare as determined by an ISU travel agency, from Des Moines to a single principal city. It is unnecessary for applicants to obtain fare information.

Applicant's signature _____ Date _____

Approved _____

Chair

Dean

*For additional information, see the attached guidelines, read the relevant material in the ISU Faculty Handbook, or contact the chair of your college committee. Request will be accepted only if signed by all of the applicant's Chair(s) and Dean(s) and forwarded through the college of the applicant's Faculty Senate voting preference.

