

**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. 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. There must be a two year interval between trips funded by this program. The two year interval begins on the day after the return FTG flight arrives back in the departure airport.
 - g. For FY 2023-2024 applications must be in the Faculty Senate Office by noon according to the dates below:

<u>Travel Starting Date</u>	<u>Due Date</u>
1 November 2023 - 30 June 2024	13 October 2023
1 March 2024 - 31 October 2024	26 January 2024
1 June 2024 - 31 January 2025	5 April 2024

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/foreigntravel>). Only application forms with the revision date of 7/23 should be used.
6. Awards will be 75% of the lowest appropriate round trip fares as estimated from Expedia at the time of application submission by the Faculty Senate Office. Awards will not exceed 75% of the lowest quoted appropriate air fare from Des Moines to a single principle city or, if the applicant chooses to have travel originate outside of Des Moines, 75% of the lowest appropriate airfare between that place and a single principal city, whichever is less. It is unnecessary for applicants to obtain fare information.
7. The committee will evaluate the proposal and the supporting information suggested below. 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.

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Name: _____ Campus Address: _____

Academic Rank: _____ Base: _____

Ranking Dept. _____ Ranking College: _____

List all previous ISU Foreign Travel Grants (list month and year): _____

Have you sought other funds to support this trip: _____ Yes _____ No

Where: _____

How Much? _____ How much for travel? _____

Status of funds: _____

Do you have other funds to support this trip: _____ Yes _____ No

Funding & How Much: _____

Incentive Accounts Amount and Use for this Trip:

Principal Destination City and Country: _____

What airport do you wish to fly into: _____

Approximate dates of departure and return: _____

What is the purpose of your travel (fill in the appropriate categories):

Invited keynote speaker _____, invited expert (i.e. no abstract submitted) _____ or
presenting invited _____ or contributed _____ paper(s) at meeting organized by:

Attach a copy of the letter of invitation or of acceptance(s) for your paper(s).

Member of technical or organizing committee: _____ Consulting: _____ Research: _____

Faculty Improvement Leave: _____ Lecturer 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. Include and how it will benefit the department, college, and the university. Specific statements about how the trip will strengthen ISU in an area greatly strengthen applications. If you have had previous FTGs, please include a 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.