

IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY

INTEROFFICE COMMUNICATION

FACULTY SENATE OFFICE
103 Lab of Mechanics
294-9717 -- FAX 294-8627

DATE: June 26, 2023

TO: Dean Dan Robison
Dean Daniel Grooms
Dean Laura Jolly
Dean Hillary Seo
Dean Sam Easterling
Dean Luis Rico-Gutierrez
Dean Beate Schmittmann
Dean David Spalding

FROM: Daniel Andersen, Chair
Faculty Senate Committee on Recognition and Development
103 Lab of Mechanics
4-9717 or 4-4210
email: dsa@iastate.edu

RE: Foreign Travel Grant Applications

This note is written to establish deadlines for Foreign Travel Grant applications for FY 2023-2024. The applications are due at noon in the Faculty Senate Office on the dates indicated. Please send the applications with the Dean's cover memo in pdf format to Sherri Angstrom, sangstro@iastate.edu. Foreign Travel applications can be found at the following website: <http://www.facsen.iastate.edu/foreigntravel>. These dates give each applicant two opportunities to apply, though applications before travel are encouraged.

| <u>Travel Starting Date</u> | <u>Due Date</u> | <u>Notification of Award Date</u> |
|--------------------------------|-----------------|-----------------------------------|
| 1 November 2023 - 30 June 2024 | 13 October 2023 | 3 November 2023 |
| 1 March 2024 - 31 October 2024 | 26 January 2024 | 16 February 2024 |
| 1 June 2024 - 31 January 2025 | 5 April 2024 | 19 April 2024 |

Please ask the chair of your college Foreign Travel Grant Committee to forward the applications to you in priority order so that it will be possible for you to meet these deadlines.

Please use the *Iowa State University Foreign Travel Grant Application Rules & Guidelines*, dated 7/23 and the *Iowa State University Foreign Travel Grant Application*, dated 7/23. Copies are attached or can be found at the following website: <http://www.facsen.iastate.edu/foreigntravel>. Previous editions of these forms are obsolete and should not be used. **It is also important that, as the Dean, you sign each application as approval for the applicant to be away from the university for the period indicated on the form.** FTG Criteria are given in the *ISU Faculty Handbook* (<http://www.provost.iastate.edu/resources/faculty-handbook>). Because competition for these grants is so keen, applicants are encouraged to study the criteria carefully.

The amount of the grant will be 75% of the airfare, to a single destination, as estimated from Expedia at the time of application submission. Because of this procedure, it is not necessary for applicants to obtain airline fare quotes. We have established this procedure because of the rapid changes in fares. Also, the university travel regulations require careful adherence to the rules.

Encl: *7/23 Foreign Travel Grant Application Rules & Guidelines*
7/23 Foreign Travel Grant Application